



Date: 1<sup>st</sup> May 2024  
Offer No: MLT/YB1703

**Aakanksha Markam**  
Korba Chattisgarh

### FIXEDTERMEMPLOYMENT CONTRACT

Dear **Aakanksha Markam**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> May 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> May 2024 to 1<sup>st</sup> May 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 1<sup>st</sup> May 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by more than 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 1<sup>st</sup> May 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1703

Associate Name: **Aakanksha Markam**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8 Hours Wage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 30 April 2024  
Offer No: MLT/YB1690

Aarti Dewangan  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear Aarti Dewangan

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 30 April 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 30 April 2024 to 30 April 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 30 April 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.





### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 30 April 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1690

Associate Name: **Aarti Dewangan**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 30 April 2024  
Offer No: MLT/YB1689

Ghanshyam Yadav  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Ghanshyam Yadav**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 30 April 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 30 April 2024 to 30 April 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 30 April 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

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### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 30 April 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1689

Associate Name: **Ghanshyam Yadav**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 1<sup>st</sup> May 2024  
Offer No: MLT/YB1701

**Jyoti Kumari**  
Korba Chattisgarh

### FIXEDTERMEMPLOYMENT CONTRACT

Dear **Jyoti Kumari**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> May 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> May 2024 to 1<sup>st</sup> May 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.





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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

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### **WORKING HOURS:**

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**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

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Name.....

Signature.....

Place.....

Date.....

**Annexure A**  
**Compensation Sheet**

Offer No: MLT/YB1701

Associate Name: Jyoti Kumari

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 30 April 2024  
Offer No: MLT/YB1688

**Prabha Mahant**  
Korba Chattisgarh

### FIXEDTERMEMPLOYMENT CONTRACT

Dear **Prabha Mahant**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 30 April 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 30 April 2024 to 30 April 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



---

### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 30 April 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 30 April 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.





All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1688

Associate Name: **Prabha Mahant**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 1<sup>st</sup> May 2024  
Offer No: MLT/YB1704

**Prabha**  
Korba Chattisgarh

### FIXEDTERMEMPLOYMENT CONTRACT

Dear **Prabha**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> May 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> May 2024 to 1<sup>st</sup> May 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 1<sup>st</sup> May 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 1<sup>st</sup> May 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A Compensation Sheet

Offer No: MLT/YB1704

Associate Name: **Prabha**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 1<sup>st</sup> May 2024  
Offer No: MLT/YB1705

**Pratibha Nety**  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Pratibha Nety**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> May 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> May 2024 to 1<sup>st</sup> May 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 1<sup>st</sup> May 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.





### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 1<sup>st</sup> May 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1705

Associate Name: **Pratibha Nety**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 30 April 2024  
Offer No: MLT/YB1700

Prince Dewangan  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Prince Dewangan**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 30 April 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 30 April 2024 to 30 April 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



---

### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 30 April 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

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### **INDEMNITY:**

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### **CODE OF CONDUCT:**

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### **HOLIDAYS:**

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### **ADDRESS FOR COMMUNICATION:**

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### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

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### JURISDICTION:

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### DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on 30 April 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
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9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: **MLT/YB1700**

Associate Name: **Prince Dewangan**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609





Date: 30 April 2024  
Offer No: MLT/YB1687

Priya Mahant  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Priya Mahant**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 30 April 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 30 April 2024 to 30 April 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 30 April 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.



### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 30 April 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

### Annexure A

### Compensation Sheet

Offer No: MLT/YB1687

Associate Name: Priya Mahant

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

Particulars	8HoursWage
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609



Date: 1<sup>st</sup> May 2024  
Offer No: MLT/YB1702

Raj Kumar Sahu  
Korba Chattisgarh

### FIXED TERM EMPLOYMENT CONTRACT

Dear **Raj Kumar Sahu**

We are pleased to offer you employment at MINDLABZ MEDIA TECH PVT LTD for a fixed period of employment as per the following terms:

#### **DEPUTATION:**

You are deputed to one of our client in Bavla, Ahmedabad under this Contract. The terms of employment are exclusively with MINDLABZ, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 1<sup>st</sup> May 2024 be deputed by MINDLABZ, to work at client's office/premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Mindlabz for rendering the services under this contract

#### **TENURE:**

The term of your Contract shall be valid from 1<sup>st</sup> May 2024 to 1<sup>st</sup> May 2025.

#### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

#### **LOCATION:**

You are required to work at our client's location at Bavla, Gujarat.

#### **POSITION:**

You are appointed as Operation Trainee.



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### **REMUNERATION:**

The details of your salary breakup with components are as per the enclosure attached here with.

### **EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid 1<sup>st</sup> May 2024 from the date of you joining MINDLABZ. This contract may be considered for an extension depending on the client and MINDLABZ's requirements. The extension of contract period would be considered on fresh terms as agreed between you and MINDLABZ through a separate mutually executed contract of employment. MINDLABZ shall inform you in writing of the extension requirements.

### **WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at MINDLABZ within the cut-off date as mutually agreed for pay-roll processing.

### **Overtime:**

Overtime will be based on company Production, Pay-out for Overtime is double OT

### **TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, MINDLABZ or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. MINDLABZ reserves all such right to withheld full or a portion of your salary during such suspension period.

### **NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 30 days' notice in writing. The Contract can be terminated at the discretion of MINDLABZ subject to 30 days' notice. However due to breach of code of conduct, misbehavior in discipline etc. then in such cases, MINDLABZ will have / reserve rights to terminate immediately without giving notice period.

### **INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.



### **CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

### **HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

### **ADDRESS FOR COMMUNICATION:**

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### **BACKGROUND VERIFICATION:**

The company reserves the right to have your background verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

### **ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you overstay sanction leave by 5 consecutive working days or more it shall be deemed that you have voluntarily abandoned your employment with the company and your services are liable to be terminated accordingly.

### **RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

### **OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of MINDLABZ (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.





### JURISDICTION:

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Chhattisgarh at Durg and its subordinate Courts.

### DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on 1<sup>st</sup> May 2024 at the client's place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter/Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

**With warm regards,**

**For Mindlabz Media Tech Pvt Ltd.**



**Lahkan Thakur**  
Manager Staffing

I have read and understood the above-mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned the reinand any amendments from time to time.



All the above-mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name.....

Signature.....

Place.....

Date.....

**Annexure A**  
**Compensation Sheet**

Offer No: **MLT/YB1702**

Associate Name: **Raj Kumar Sahu**

Designation: **Operation Trainee**

Location: **Bavla**

\*\*Note: Candidates need to be present a minimum of 15 days to avail the Salary.

<b>Particulars</b>	<b>8HoursWage</b>
Basic	11466
HRA	279
<b>Gross Salary</b>	11745
EPF	1376
EESIC	86
PT	0
Canteen	500
<b>Net Salary</b>	10738
PF	1527
ESIC	382
Leave With Wages	0
Bonus	955
<b>CTC</b>	14609