

**SPCL INFOTECH SERVICES PVT.LTD**  
Sewda Plaza, Office No-7,2nd Floor, Mumbai Bangalore Highway Near  
Church,Warde,Pune-411008  
spcl@spclinfotech.com

In the annexure, you are advised not to engage in activities that have or will have an adverse impact on the reputation (image and) stability of SPCL Infotech Services Pvt. Ltd. activities already in progress.

You will be required to investable (travel) for the company work, for which you will be reimbursed leave accordance as per the company policy applicable to you. In consultation with your supervisor and during the term of your employment, you shall disclose and assign to SPCL Infotech Services Pvt. Ltd. as its exclusive property, all developments conceived or conceived by you solely or jointly with others and shall comply with the policies of the company relating to Intellectual Property and as required to sign a separate agreement with the company.

**4. CONFLICTS OF INTEREST :-**

You are required to engage yourself exclusively in the work assigned by SPCL Infotech Services Pvt. Ltd. and shall not take up any independent or individual assignment (whether the same is part time or full time) in an advisory capacity or otherwise (private or public) without expressing written consent of your Manager. You shall ensure that you are not, directly or indirectly, engaged in any activity or have any interest in, or perform any obligation for any person who is involved in such activities, which are related to or in conflict with the interests of SPCL Infotech Services Pvt. Ltd.

The Conflict of Interest policy also refers to the business of your partner, during employment and for a period of one year from the cessation of your employment with SPCL Infotech Services Pvt. Ltd. In respect of the partner, members of, or the spouse or the co-owner of to whom you are related.

Any employee of SPCL Infotech Services Pvt. Ltd. is hereby notified that employment with SPCL Infotech Services Pvt. Ltd. shall not be taken up in any competing manner or in any manner which you have a contract.

Any customer or supplier of SPCL Infotech Services Pvt. Ltd. is hereby notified that any business relationship with SPCL Infotech Services Pvt. Ltd. is hereby notified that any business relationship with SPCL Infotech Services Pvt. Ltd. in case of conflict of interest, please discuss the matter with your Manager, at least at the position of SPCL, and resolve the matter.

**5. CONFIDENTIALITY :-**

In consideration of SPCL Infotech Services Pvt. Ltd. having and agreeing to hire you, you shall be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain an secret and confidential all the Confidential information (as defined from time to time in the confidentiality policy of the company) and shall not disclose or divulge any such confidential information as may be required under obligation of law or as may be required by SPCL during the course of employment. This covenant shall continue during your employment and for a period of one year from the cessation of employment with SPCL Infotech Services Pvt. Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

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**6. GENERAL :-**

You warrant that you have not provided or will not provide material information, if any, to any third party without your prior written consent. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into or which relate to your employment with this agreement.

Your employment here may be specifically enforced legally, if required, in the contract. If any of the provisions of this agreement is declared or found to be void or unenforceable, the remaining provisions of the agreement shall continue in full force and effect.

These employment terms supersede and replace any existing agreement or understanding, if any, between SPCL Infotech Services Pvt. Ltd. and you relating to the same subject matter.

You warrant that you are not influenced by court or by any other administrative or judicial order from providing the services required under this agreement, in whatever form, in the country of origin, you should have a valid work permit to work in the country of work.

Your appointment / employment with us is subject to you being employed, clearing a pre-employment check and to the company reserving the right to withdraw the offer based on the result of the pre-employment check.

**7. NOTICE PERIOD**

Both party may terminate this agreement of any (verbally) with the other Two Months notice. However, the management reserves the right to call this notice period, immediately upon the project situation and make understanding and have the right to receive compensation in lieu of short notice. Thereafter, the company may at its discretion terminate from such date as it may deem fit to provide to the supply of the order.

This is to advise that SPCL has right to terminate your appointment without notice in the event of the following: such as misconduct, dishonesty, fraud, breach of contract, breach of confidentiality, Theft, Fraud, Embezzlement, Harassment, Violence, Sexual harassment, Damage to SPCL's reputation etc.

On termination, you shall immediately

Deliver to SPCL, all your confidential, all confidential information, Return SPCL, all company, security keys, and other property belonging to SPCL.

**8. ACCEPTANCE OF THIS OFFER**

Please sign a copy with the offer and return it to the HR department as your acceptance of the offer.

We would like to take this opportunity to welcome you to SPCL, and trust that our association will be rewarding. At the time of your joining, please bring along the following documents, which are essential for us to complete your joining formalities.



Principal  
Tuljaram Chaturchand College  
Baramati