

Fact Crescendo  
(A Unit of - Crescendo Transcription Pvt. Ltd.)  
Gala No: 24, 2<sup>nd</sup> Floor,  
STPI – Software Technology Park India,  
Opp: Garware Stadium,  
Aurangabad – 431001.  
Maharashtra. INDIA.  
Cell: 9158437931.  
E-mail: [hr@factcrescendo.com](mailto:hr@factcrescendo.com)  
Website: [www.factcrescendo.com](http://www.factcrescendo.com)

### **Letter of Appointment**

Date: 25<sup>th</sup> Aug, 2018

To,  
Mrs. Gargi Patki,  
B-3, RH-3, Sai Sagar Housing Society,  
Opposite Ratnaprabha Ford Showroom,  
N-1, Cidco, Aurangabad – 431001.

Dear Gargi Patki,

This has reference to the discussions you had with us. We are pleased to offer you the position of **"Senior Researcher – Fact Check"** on the following terms and conditions:

#### **Declaration**

1. I hereby declare that I have not appeared for any Fact Crescendo interview in the past 3 months. If at any point of time it is found otherwise, the offer can be revoked.
2. No request to change the Date of joining will be entertained. However in special cases only an authorized Fact Crescendo PERSONNEL / HR can do so.
3. I understand that the joining formalities / documentation need to be completed on or before the day of joining. And the company has the right to WITHHOLD my salary till that is completed.
4. I have clearly understood the compensation structure offered to me and I agree to the same.
5. I have been briefed about the Training procedure and the related certification process associated with it.
6. I understand that there would be a Preliminary Gateway Assessment conducted on the Date of Joining. If I do not clear the Preliminary Gateway assessment, I will have to undergo bridge training and would be re-assessed post bridge training.

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7. I understand that my services with Fact Crescendo would be discontinued if I do not meet the training requirements post training as per Company policy in force from time to time.
8. I understand that my services will be terminated if I am found to be associated with any political party or advocacy organization.
9. Any of the technical or other important information which might come into my possession during the continuance of my service with Fact Crescendo shall not be disclosed, divulged or made public by me even thereafter.
10. I will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if I am offered any, I would immediately report the same to the Management.
11. I will be responsible for safekeeping and return in good condition and order all Company property, which may be in my use, custody or charge.
12. All performance parameters are required to be achieved while training and in operations.
13. Leave can be availed only on the completion of six months of service with the company. Within the first six months of service, leave can be availed only for a personal contingency or a medical emergency. This leave has to be duly recommended by the trainer / manager / senior (as applicable) and approved by the Head of the Function.
14. In case of more than 2 days of process training is missed training has to be repeated from start.
15. No incentives will be paid during training.
16. The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 3 months' notice in writing or an equivalent of 3 months' salary in lieu thereof
17. The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.
18. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.
19. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.
20. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.
21. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.
  - a. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the

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regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

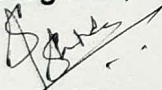
22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

Your appointment is with effect from the date of joining, which should in any case be not later than 27<sup>th</sup> August, 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.

Whilst welcoming you to the Fact Crescendo, we wish you good luck and a very bright career with us.

Best Regards,



Community Manager,  
Dheeraj Kumar Shinde

I understand the above terms and conditions and agree to abide by the same.

Name: Gargi Patki Date: 25<sup>th</sup> Aug 2018

Signature: Gargi