



One-stop solution for Geomatics Technology

09/05/2023

Ms. Mitali Shaileshkumar Mistry
C/O Shailesh Kumar Mistry
2/4604/1 Sagrampura Main Road
Surat City, Sagrampura Putli Surat
Gujarat 395002

Subject: Appointment for post of Assistant Environmental Engineer

Dear Ms. Mitali

We are pleased to offer you, the position of **Assistant Environmental Engineer** with Lgeom Private Limited (the 'Company') on the following terms and conditions:

1. Commencement of employment

1.1. Your employment will be effective, as of 12th May 2023.

2. Job title

Your job title will be **Assistant Environmental Engineer**, and you will report to Ms. Shrestha

Duties and Responsibilities:

1. Conducting research and collecting data on environmental issues of site.
2. Developing and implementing environmental protection plans and programs.
3. Preparing reports and presentations on environmental reports.
4. Staying up to date on the latest environmental regulations and technologies.
5. Conducting ground water impact assessments survey and preparation of reports.
6. Investigating and remediating environmental contamination sites.
7. Working on GIS and Remote Sensing software's like ArcGIS, QGIS, etc.
8. Perform geospatial modeling and spatial analysis.
9. Understanding of policies, guidelines and the legislation related to ground water.
10. Other technical work any assigned by company from the field of duty.

3. Salary, Location and Working Hours

3.1. Your salary and other benefits will be set out as Rs 25,000 (Twenty-Five Thousand Only).

3.2. You will be posted at Gandhinagar, Gujarat.

3.3. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00 AM to 7:00 PM and if necessary for additional hours depending on your responsibilities.



Leave/Holidays

- 4.1. You are entitled to casual leave of 7 days per year.
- 4.2. You are entitled to 7 working days of paid sick leave.
- 4.3. You are entitled to 21 days of Earned/Privileged Leave after 240 days of continuous service.
- 4.4. The Company shall notify a list of declared holidays in the beginning of each year.

5. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

6. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

7. Termination

7.1. Your appointment can be terminated by the Company, without any reason, by giving you not less than one month's prior notice in writing or salary in lieu thereof.

7.2. You may terminate your employment with the Company, without any cause, by giving no less than one month's prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

7.3. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

7.4. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

8. Confidential Information

8.1. During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

8.2. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly



authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

8.3. At no time, will you remove any Confidential Information from the office.

8.4. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

8.5. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

9. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address given by you in the official records. Notice period should be 30 days.

10. Applicability of Company Policy

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

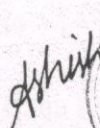
11. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Gandhinagar Gujarat only.

12. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.


Ashish Chaurasia
Director
Lgeom Private Limited
Gandhinagar

