

Gokhale & Associates/Consult Jurist Advisory Services LLP

Office No.66, Ground floor, Ashoka Shopping Centre, G.T. Hospital Complex, Lokmanya Tilak Road, Next to Mumbai Police Commissioner Office, Mumbai - 400001.

Contact No.: 022-22622582/9320167464, Email: gokhale.avinash@gmail.com, contactgokhaleandassociates@gmail.com

Date: 28th June, 2022

To,

Ms. Mrunal D. Pithe

Subject: Appointment Letter

Greetings from Gokhale & Associates/Consult Jurist Advisory Services LLP,

1. We have considered your resume and you are selected for the post of Backend Operation – Executive
2. We will be paying
Rs. 10,000/- (monthly remuneration) + Miscellaneous Expenses.
Monthly remuneration will be revised considering the performance. Please note that, the firm reserves its right to terminate you without assigning any reasons if your services are found unsatisfactory.
3. During first 3 months of probation period you shall be bound to give notice of 15 days by email / hard copy before resigning from the job.
4. After probationary period you shall be bound to give at least 1 (One) months' notice by email / hard copy before resigning from the job. If at all you fail to give the said notice, the firm will not be liable to pay your monthly remuneration for that month. Please note that monthly remuneration for a month will be paid by 10th of the next month.
5. During the course of your employment with our law firm, you will acquire, gain, generate, gather, and develop knowledge of and be given access to business information about the legal matters, documents, procedures, know-how, methods,



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strategies to be adopted in the cases, business plans and business secrets and other information concerning our legal matters. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment/internship/article ship/association and/or cessation thereafter.

6. You will not give out to any one by word of mouth or otherwise particulars of our business or administrative or legal matters of a confidential nature which may be your privilege to know by virtue of your being our employee/intern/article/associate.
7. You shall be responsible for safe custody of documents, material, property and equipments of the Firm entrusted to you or which may be in your use, custody or charge. On cessation of the employment/internship/article ship/association with the Firm, you shall return all the case papers, documents, books relating to affairs of the firm including property of the Firm.
8. You shall keep the Firm informed via email of any changes in your residential address, bank details (for transfer of Monthly remuneration) and provide documentary evidence of the same.
9. In the event of
 - (a) you being convicted of any offence involving moral turpitude or
 - (b) misappropriation of Firm's monies or
 - (c) misconduct, dishonesty or insubordination on your part, you will be liable to be dismissed or discharged forthwith without any compensation or notice.
10. You shall devote your whole time and attention towards the business of the Firm and shall not indulge in any other kind



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of activity, which may be prejudicial to the interest of the Firm.

11. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Firm as in force and/or amended from time to time.
12. You will not engage or take up any other employment/ internship/ articleship/ association or assignment or any office, part time, honorary or for consideration in cash or in kind or otherwise during the period of your employment with us. You are restricted from taking any individual matters/cases during your employment/internship/ articleship/ association with the Firm.
13. On matters not specified here under, you will be governed by the rules and regulations of the Firm prevailing or formulated.
14. In the event of any dispute or difference arising regarding construction, interpretation or meaning of any of the terms of this letter, the decision of the Firm shall be final and binding on you.
15. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment/internship/articleship/association with immediate effect.



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16. We welcome you to Gokhale & Associates/Consult Jurist Advisory Services LLP family and look forward to a fruitful collaboration.
17. As a token of your acceptance of the terms and conditions of service, please sign, date and return the original copy of this letter by 28th June, 2022 as official acceptance of the appointment conditions imposed. A copy of this letter is provided for your personal files.

Yours faithfully,



Adv. Avinash M. Gokhale/Adv. Shruti A. Gokhale

Gokhale & Associates/Consult Jurist Advisory Services LLP.

Read & Accepted:

Date:

