



**16th Main Rd, 4th T Block,  
Pattabhirama Nagar, Jayanagar,  
Karnataka, Bangalore-560041**

**Ph: - 7019949224**

**Dear Shoaib Ahmed**

We take immense pleasure in inviting you to be an integral part of AK Technologies.

Congratulations! On being appointed as an **Associate Web Developer** at AK Technologies. We are including herewith your letter of appointment, which may kindly be sent to us with your signature as a token of acceptance.

Please note that the offer of appointment is subject to satisfactory completion of your reference check.

Your joining date would be **08-02-2021**.

You will be reporting to Mr. Mohsin.

As a part of the joining process, you are requested to bring the following documents on the day of joining.

Photocopy of

- X Standard and 12<sup>th</sup> Standard certificate (along with original for verification).
- Your degree or provisional degree certificate and all semester mark sheets along with self-attested photocopies (along with original for verification).
- Relieving Letter from your current employer.
- Bank Statement / Pay slips for the past 3 months of the Salary Account.
- Photographs (3 No.)
- Copy of PAN CARD.
- Signed acknowledgement of the copy of this offer letter.

We look forward to you bringing a long and fruitful relationship with AK Technologies.

Yours sincerely  
**MOHISHIN AKRAM**

  
**A.K. TECHNOLOGIES**  
16th Main Road, 4th 'T' Block East,  
Pattabhirama Nagar, Jayanagar,  
BENGALURU-560 041.

**HR  
UZMA**

## **TERMS AND CONDITIONS**

### **1. Duties**

You shall use your best energies and abilities on a full-time basis to perform duties assigned to you from time to time. You also shall comply with all rules, regulations and procedures of the Company. During your employment, you shall not directly or indirectly approach any corporate opportunities or otherwise engage in any misconduct which ultimately has an adverse impact to the Company. Also, you are instructed not to divulge any confidential information of, or violate any agreement with, your prior employers or their clients.

### **2. Compensation and Benefits**

#### **Salary**

You will be paid a yearly salary of 1, 50,000 INR (One Lakh fifty thousand Rupees Only) and a monthly Gross salary of 12,500 INR (Twelve thousand five hundred Rupees) on the commencement of your employment. The break up is furnished in Annexure 1. Salary will be inclusive of all benefits and allowances. Salary will be paid by 7<sup>th</sup> of the month for the work done in the previous month. The company will review your salary on an annual basis. Any change in salary will be at the complete discretion of the Company and shall be notified in writing.

There will no overtime paid for working long hours during weekdays or working on weekends. However, if work is done overnight, off in lieu will be provided based.

### **3. Annual leave and Medical Leave:**

You will be eligible for 2 monthly sick leave. The Company must approve the annual leave. The annual leave beyond eligibility has to be approved by the Company.

### **4. Employee Referral Policy:**

The company encourages you to be part of its growth by providing it with references of IT professionals who may be interested and willing to join the company. Should the company employ the services of a person referred by you, the company would pay you one-time referral incentive of 5000 INR after two months of the person starting work with the company. This referral incentive is payable only for the persons who have not earlier applied to the Company directly for a job.

### **5. Termination of employment: Termination by employer:**

Except in cases of termination by the company due to your wilful misconduct or non-performance, the company will provide you with 15 Days advance notice of termination from employment of the company.

**Resignation by employee:**

You are expected to serve the company for minimum period of 1 (One) year. If in the event you decide to terminate the contract before 1 year, you must provide 1 (One) month advance notice. The notice period cannot be used to offset against any applicable leaves.

Only upon the company accepting your resignation shall the company relieve you. In addition, you also need to ensure that there is proper handover and your immediate supervisor has agreed to the release date. You will be released only on the agreed release date from the current assignment.

**6. Confidentiality**

As part of your employment, you will acquire or develop confidential and proprietary information concerning the company and its dealings and method of dealings with its customers (and their clients or its end users) and employees and you also will develop relationships of special trust and confidence with the company's customers (and their clients or end users) and employees (Collectively, "Confidential Matter"). You agree that such Confidential Matter is for the company's exclusive benefit and that, both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the company or its customers and employees.

**7. Non-competition.**

During the employment with the Company and 12 months following the termination of the employment with the Company, you shall not directly or indirectly solicit the business or provide any services to the client, the client affiliates or client's client/it's affiliates (where you were assigned) as an extension to this contract or any other business without the company's written permission.

**8. Commencement of Employment**

You shall report for work at our office on **08-02-2021** and your work location is going to be at Synerge workspace II, Jayanagar, Bangalore. In case you fail to join the company by the scheduled date, you would be breaching the contract with the company in which case you agree to pay a penalty equal to 1 (one) months Gross salary to the Company.

## SALARY BREAKUP

<b>Gross Salary per Month</b>			
<b>Components in Salary</b>	<b>Percentage</b>	<b>Per Month</b>	<b>Per Annum</b>
<b>Basic Salary</b>		<b>10,000</b>	<b>1,20,000</b>
<b>HRA</b>	<b>0</b>	<b>2,500</b>	<b>30,000</b>
<b>Conveyance Allowance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Special Allowance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>PF Contribution by Employee</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ESI Contribution by Employee</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Professional Tax (PT)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Deductions (PF+ESI+PT)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Salary (Gross – Total deductions)</b>			
<b>CTC Calculation</b>			
<b>Employer PF Contribution</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Employer ESI Contribution</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CTC=Gross Salary+(Employer PF+ESI)</b>			
		<b>12,500</b>	<b>1,50,000</b>

## **ACKNOWLEDGEMENT**

I Mr./Ms. \_\_\_\_\_ hereby acknowledge and approve the above appointment letter and the terms and conditions of AK Technologies.

I thus confirm that all the details furnished by me are correct and true to the best of my knowledge.

Yours sincerely

Employee Name (\_\_\_\_\_)

Date:-