



Private & Confidential

Date: 03-Nov-2022

To:

Abdul Danish

Phone: +91 63003 39358 e-mail: abduldanish109@gmail.com

## **Offer of Employment**

Dear Danish,

Welcome to the DIGITALDOTS TECHNOLOGIES PRIVATE LIMITED.

DigitalDots is glad to offer you the position of Trainee Software Engineer.

1. You will be paid a salary as mentioned in Annexure-A. It is subjected to statutory deductions.
2. You are expected to join at DigitalDots Hyderabad India office on or before **07-Nov-2022** failing which offer would stand withdrawn.
3. Please keep the Management informed of your permanent / present communication / residential addresses, civil status, and contact telephone / mobile numbers so that communication between you and the company remains smooth and uninterrupted.
4. On your joining date, please submit the following documents – self attested photocopies. You will not be allowed to join without them.
  - a. Education degree certificate(s)
  - b. Relieving Letters/Resignation Acceptance Letter from previous organisations if applicable
  - c. Proof of Identity like Aadhar, PAN, etc
  - d. 2 passport size photographs

### **Terms and Conditions:**

During your employment with us:

1. You will not be associated with any business or any part time or full-time job or contribute services to any other organizations. You will devote your whole time and attention to your duties to promote the interests of your employer and you will not utilize or divulge to any person or persons any of your employer's trade secrets or confidential information.



2. You will abide by the company rules and regulations applicable to you, which are in force for the time being and/or may be framed from time to time.
3. Upon your resignation or retirement or termination of your services from the company, you are required to return all assets and property of company such as documents, laptop/ machines, data, files, and books, etc. For 2 years from the date of your relieving from DigitalDots, you are not supposed to join with any of our competitors or clients.
4. You may have to work at a client's site anywhere in the world, in that case you will be governed by the policies of that location. However, you will be permanently based in Hyderabad.
5. You will be working 5 days a week. The timings will be 9:00 am(IST) to 06:00 pm(IST). You may have to work beyond office timings if business needs necessitate the same. In case you are at a client' s site you will follow the rules of the client.
6. Your appointment is contingent upon satisfactory reference and background verification checks which may be conducted at any time.
7. If you are absent for a continuous period of 5 days without leave or obtaining your managers approval, you will be deemed to have voluntarily terminated your service without notice.
8. Information pertaining to DigitalDots operations and intellectual property is confidential and you will sign a Non-Disclosure Agreement.
9. If any information furnished by you in your application for employment or during selection process is found at any time during your employment to be incorrect or false, and/or if you have surpassed material information regarding your qualification and experience, the company may terminate your service without notice or compensation.
10. You will be on probation until successful completion of the probationary period and is confirmed in writing. The probation period is 12 months and may be extended at company's discretion. At any time during the probationary period, company may terminate your service by giving 15-day notice or basic salary in-lieu thereof. It is two months' notice after completion of the probationary period.
11. Any and all of the terms and conditions of service may be modified or changed at the Company discretion.



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12. The terms and remuneration specified in this offer are strictly confidential and not to be disclosed without consent of DigitalDots.
13. You are expected to serve DigitalDots minimum 2 years from the date of joining otherwise you will pay a sum of one lac rupees or return the salary paid till then whichever is higher.
14. You will abide by all rules and regulations of the company which are in force from time to time and the company shall have the right to vary or modify any or all of the terms and conditions which shall be binding on you.
15. *You are expected to report to and start working from DigitalDots Hyderabad India office --- <https://maps.app.goo.gl/XkYhHpzpCvaLXTxB8> DigitalDots Technologies Pvt Ltd, Innominds office Space, 6th floor, Kalajyothi Building, Masjid Banda, Kondapur, Hyderabad – 500084.*

Please give us your written acceptance of the above terms by returning to us the duplicate copy of this letter duly signed by you on all pages within 2 working days from date of offer otherwise this offer stands cancelled.

A hearty welcome.  
Sincerely,

For DIGITALDOTS TECHNOLOGIES PVT. LTD.

Venkatababu Dondeti, Director.

Accepted

Abdul Danish

Date:

## Annexure-A

Component	Revised Amount (INR)
Basic per Month	₹ 12,500.00
HRA per Month	₹ 5,000.00
Special Allowance per Month	₹ 3,150.00
Conveyance Allowance per Month	₹ 1,600.00
Medical Allowance per Month	₹ 1,250.00
PF contribution - Employer	₹ 1,500.00
Total Fixed Salary per Month	₹ 25,000.00
<b>CTC - yearly (INR)</b>	<b>₹ 3,00,000.00</b>