

Angel Maria Raju,  
Thattackattu House,  
Maravoormuri,  
Kizhakkekallada,  
Kollam - 691502

## Letter of Appointment

Dear Angel Maria Raju (Emp Id ICT050),

We are very pleased to issue this offer letter for the position of Jr Full Stack Developer, Kochi location.

This offer letter outlines only the basic terms, which are not exhaustive, and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below.

Sincerely,



**ANU ANIL**  
BUSINESS HEAD

ICT GLOBAL TECH.PVT.LTD  
Creative & Innovative

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info@ictglobaltech.com   
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Chennai, Cochin & Singapore 



ICT GLOBAL TECH.PVT.LTD  
Creative & Innovative

### Start Date and Salary

Unless we mutually agree otherwise in writing, you will commence full time employment on 17th April 2024 is your joining date.

Your starting salary will be ₹7,500/- (Rupees Seven Thousand Five Hundred only) per month, payable in accordance with the Company's standard payroll practice and subject to any other deduction charges.

Should your performance meet your expectations, you will receive a salary raise of ₹9,000 in August payroll and ₹10,000 in November payroll.

Salary appraisal process occurs each April and the Appraisal eligibility is based on your performance and company policies.

Employment Agreement and Confidentiality, Non competition and Invention Assignment Agreement:

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

### **UNDERTAKING BUSINESS HR POSITION IN ICT GLOBAL TECH PVT.LTD:**

- I have been explained the Salary Structure and the salary offered to me, is as discussed and agreed by me.
- I will submit all the educational certificates and experience certificates copies (not original) for ICT Global Tech Pvt.Ltd verification.
- I am willing to work in Shifts including night shifts.
- I agreed to work on an average of 6 days a week.
- I am ready to continue the job in ICT Global Tech Pvt.Ltd for a minimum of 6 months and I know that ICT Global Tech Pvt.Ltd will provide the relieving letter only if I completed a minimum of 6 months.
- Performance Incentive will be paid only based on the performance.
- I understand that ICT Global Tech Pvt.Ltd will not be providing any transport facility and I will manage transport on my own.



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## Terms and Conditions:

- ICT Global Tech Pvt.Ltd salary period will be the last working date of the month, if the last working date falls on to Weekend then the salary will be paid in the next immediate working date.
- ICT Global Tech Pvt.Ltd will have all the right to decide on your employment with the company. If ICT Global Tech Pvt.Ltd wants to withdraw your employment then the company will give you a 15 days notice period.
- If you want to resign from the organization, The notice period will be 30 days. Resignation has to be approved formally well in advance and you should service 30 days of notice period.
- During the notice period, the person should not take any leaves.
- First 2 months of your joining, You will not be having any paid leaves. From the 3rd month onward, you will be having 1 paid leave. If you are taking any additional leaves, then the salary will be deducted for those extra days.
- Any unplanned leaves taking immediate before/after the Holidays / Weekends will lead to consideration of leave for Holidays/Weekends as well.(For example, Sunday is Week Off and taking an unplanned leave on Saturday or Monday will be considered total 2 days leave)
- Your work timing will be 9 Hours, including 1-hour break. However, if the process has any additional requirements then you have to extend your shift for the work completion.
- You are primarily responsible for all the work you have done for the company, if any obligations occurred then you will have to provide the justification.
- Your Job Description will be shared after your training period.
- Dual employment is the policy violation, During your employment with ICT Global Tech Pvt.Ltd, you should not work for any other organizations or freelance works.

I have read all the above points carefully, accept the same and do not have any objection in working under the above said points.

Yours sincerely,

**Name: - Angel Maria Raju**

**Title: - Jr Full Stack Developer**

**ICT Global Tech Pvt.Ltd**