

To,

Aniket Tiwari  
NavGurukul near Villa Songo Upper Sukkad Road  
Dharamsala Kangra, Himachal Pradesh -176057  
Email ID : [aniket21@navgurukul.org](mailto:aniket21@navgurukul.org)  
Mobile No: 9628998263

Date: 05-June-2023

## Appointment Letter

Dear Aniket,

We are pleased to offer you the position of “**Software Developer**” for our organization and look forward for the potential that you bring to our company. Your tech Stack will be “**Node Js**”.

### 1. Job Location

As we discussed during your interviews, this is a **work from home position** however, you may be asked to visit our **Head Office** in **Noida** in case of any special circumstances. Also be informed that, you are liable to be transferred to any of the company's locations / offices / associate companies, at the sole discretion of the company.

### 2. Job Responsibilities

- Following software engineering best Practices.
- Handling any junior level trainees assigned to you .
- International client interactions .
- Maintain high coding standards and thus ensure quality delivery
- Timely reporting and documentation of services as and when required .

### 3. Probation period

Your first 3 months will be treated as probation period. During this period, in case personal or professional information produced by you is found inaccurate or if your performance does not match company expectations then Skysoft reserves the right to terminate / re - negotiate your employment contract or extend the probation period.

### 4. Compensation and benefits

**Your annual CTC is 1.80 Lakh pa**

#### **Deductions (Subject to applicability):**

- TDS (tax deducted at source)
- EWF (Employee Welfare Fund)
- Any other enactment applicable to you during the course of employment.

**Benefits:** Standard, company-provided benefits for employees include the following:

- A) Incentives:** Skysoft announces performance bonuses and incentives periodically (monthly and quarterly). These are based on your overall conduct, performance contribution for the betterment of the company during the period.
- B) Allowances (T&C apply):** In case company identifies the need, you may also be granted various allowances like internet/broadband allowance, mobile usage allowance, Night shift allowance, travel allowance etc.

**5. Leaves & Holidays**

- You will be entitled for 6 Casual leaves (CL) and 12 Earned leaves (EL) in a year and 05 sick leaves (SL) in a year (Calculation of leaves would be on annual basis from 1<sup>st</sup> Jan to 31<sup>st</sup> Dec and leaves are prorated and credited each month).
- During probation period only casual leaves can be availed.
- Vacation/Holidays, as per the annual holiday list or announced by the company.

**6. Work Schedule**

<b>Reporting Time</b>	10:00 AM
<b>Daily Work Timings</b>	10 AM to 7 PM*
<b>Cumulative Break</b>	60 minutes
<b>Working Days</b>	Monday to Friday and Alternate Saturdays

\*During the period of work from home the working time can be flexi based on circumstances and prior agreement with the management. Under unusual circumstances, *working can be scheduled on Weekends i.e. (Saturdays & Sundays) and working hours may be changed or extended as per company requirements.*

**7. Joining Date: 05-June-2023****8. Notice period**

After the end of probation period and in the event if you decide to leave the company or company decides to terminate your employment then you will be asked to serve notice period of 30 days or payment In lieu thereof. During the probation period notice period can be between 0 to 7 days based on management's decision.

**9. Verification**

Your appointment is subject to positive background/reference check related to your current compensation, experience, educational and employment history.

At the time of joining the company you will be asked to sign a detailed employment agreement explaining your role & responsibilities and various company policies.

We look forward to your arrival at our company and are confident that you will play a key role in our company's expansion into national and international markets. Please let me know if you have any questions or if I can do anything to make your arrival easier.



Sincerely,  
Prabhas Mishra

Director

Accept Appointment Letter		
Candidate Signature:	Date	Place
Aniket Tiwari	22/06/2023	Kushinagar