



Ref/No: 23-24/AE293

Date: 22 DEC 2023

Dear, Brahmadev Ghugare

Further to your interview you had with us. We are pleased to inform you that you have been selected as a **“Project Trainee”** in our Company & will be placed in Information Technology Operation Department on the following terms and conditions.

### **Leave**

As and when you are confirmed as an employee of the company, you would be eligible for the leave as per the rules applicable in the company.

### **Rules and Regulations**

You will be governed by the terms and conditions of the Trainee Agreement, Staff Regulations and Rules mention in Annexure-A and applicable to the Trainees of your category from time to time.

### **Training period**

Your training period will commence from date of your joining. You are requested to confirm acceptance of our offer and inform the date of your joining. As a token of your having understood the terms and

Conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

During your stint with the company, you are duty-bound to commit your time completely to the work of the company. Moreover, you would not take up any other assignment, whether full-time, part-time or honorary, or in cash or in kind, without prior intimation and written approval from the company.

Once again, we welcome you to ‘ECS Software Technologies’ and look forward to have a fruitful association with you.

With Best Wishes,

For ECS Software Technologies Private Limited,

Authorized Signatory





**Annexure A**

**TERMS AND CONDITIONS**

This contract is subjected to the terms and conditions that are mentioned below and also to the terms and conditions that might come into effect from time to time in future.

1. You may be assigned to carry out your responsibilities anywhere in India or abroad, depending upon the requirements of the company. You may also be deputed to work at client's place depending on the nature of contract / projects with our clients
2. During the period of your association with us you shall devote full time to the duties of the company. You must not undertake any direct or indirect business or work, for full/part time in honorary or remunerators assignments, in partnership, as a consultant or director without prior written permission from the management of the company.
3. You shall not disclose to anyone by word of mouth or otherwise, particulars or details of any product development process, technical know-how, source code, documentation, security arrangement, administration and / or organizational matters pertaining to the company which you may come to know by virtue of being in employment with the company.
4. You shall be responsible for the safe keeping and return in good condition and order of all the properties of the company including but not limited to equipment's, software, source code, binary, documentation etc. which may be in your use, custody, care or charge.
5. This contract may be terminated by either side by notifying one month in advance or by paying one month salary in lieu of the prior notice.
6. In the event of any breach of terms and conditions, the company may terminate your contract without any notice and also take any further legal action that may be warranted.
7. You shall intimate in writing to the management regarding any change of address within a week, failing which, all communication shall be sent to your last recorded address with us.

Authorized Signatory

**Mr. Rahul Pawar.**

**(Director)**

For ECS SOFTWARE TECHNOLOGIES PRIVATE LIMITED

