



456/02/A, MANGALA MAWATHA,
RAMMUTHUGALA
KADAWATHA
SRI LANKA

011-299-1025
SALES@MEDICALWIZARD.COM.AU

PRIVATE & CONFIDENTIAL

6th October 2020

Chamathka Dissanayaka

Dear Chamathka,

POST OF WEB DEVELOPER

We refer to the interview we had with you and have pleasure in offering you the post of **WEB DEVELOPER** at Mouse Soft Lanka (Pvt) Limited (herein after termed as “employer”) subject to the terms and conditions set out below:

1. **Date of Appointment:**

The appointment will be effective on **12th October 2020**.

2. **Salary:**

You will be placed on a base salary of Rs. 40,000/- per month which includes all statutory allowances due to you. As well as a travelling allowance per month of Rs. 5,000/-. Once you complete your 6-month probation period, we will review the status and if both parties are happy, we will increase your salary to Rs. 40,000/- per month excluding statutory payments and the same travelling allowance. Increments will not be automatic and will be solely at the discretion of the Management.

3. **Provident Fund & Trust Fund:**

The Company will contribute 12% of your salary to the Employees’ Provident Fund and you will be obliged to contribute 8% thereto. The Company will also contribute 3% of your salary to the Employee’s Trust Fund.

4. **Probation:**

You will be on probation for a period of six months and the Company may extend the same for a further period if it is deemed necessary. If the Company decides to confirm you in employment the same shall be in writing. During the period of

probation either party may terminate this contract without notice and without assigning reasons for such termination.

5. **Medical Examination:**

You will be required to submit yourself periodically to Medical examinations as determined by the Company or as and when required by the Company.

6. **Holidays:**

You will be entitled to weekly holidays and other Holidays in accordance with the working calendar of the Company.

7. **Hours of work:**

Your hours of work will be determined according to the exigencies of business and the proper and smooth functioning of the establishment. You are required to cover 45 hrs per week.

8. **Leave:**

You will be entitled to Annual Leave, Casual Leave & Medical Leave according to the Company Leave Policy.

9. **Bonus:**

The payment of bonus, if any, and its quantum and time of payment shall be at the discretion of the employer.

10. **Transfer:**

You may be transferred from Department to Department or to any Branch or office in any part of Mouse soft Depending on company's requirements.

11. **Misconduct:**

Misconduct of any form or breach of the Standing orders of the Company will render a person liable to dismissal without notice or payment in lieu. The Company may also suspend you without pay pending any investigation into misconduct.

12. **Notice:**

Once the probationary period is completed and permanent employment is granted, this contract may be terminated by either party on giving 1 calendar



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month notice or by the payment of a month's salary in lieu, subject to the right of the employer under Clause 11 above.

13. Retirement:

Your age of retirement shall be 55 years and on reaching the age 55, you shall ipso facto retire and cease to be employed and there shall be no obligation on the Company to give you any notice of such retirement. The declaration made at the commencement of your employment shall be conclusive evidence of your age.

14. General:

- i You shall at all times be of such health as would be necessary to discharge the obligations of your contract. The Management may on medical opinion terminate your contract if it is found that you are physically or mentally unfit to continue in employment. While it is a precondition of employment that you obtain a medical report regarding your fitness for employment, you should also submit yourself to a medical examination from time to time when so required by Management.
- ii You shall devote your full working time to the affairs of the Company and shall not have any business, trade or occupation for personal gain or otherwise without prior disclosure to the Company and due approval there from. The Company may refuse to grant permission for such business, trade or occupation and continuance of such thereafter would be misconduct which would render you liable to the termination of your services.

17. You acknowledge and assign Copyright and ownership of all work performed during your employment to the employer in full.

18. You shall keep secret, any information which you have obtained in the performance of your duties or by your association with customers or clients of the Company.

If you are agreeable to the above terms, please sign and return the duplicate hereof.



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Yours faithfully,

MOUSE SOFT LANKA PVT LTD.

Duminda Weerakoon

Director

I, Chamathka Dissanayaka, accept employment on the terms and conditions set out in this letter of appointment, the original of which has been given to me.

Signature:

Date: