

Date:15 October 2021

Employment - Offer Letter

To: **Nitin Saxena**

Email:ns792999@gmail.com

Phone:+91 7065307668

1. **Role:** Your role shall be that of **Php Developer** you shall be responsible for making projects on laravel for our clients.

Planning, monitoring and upgrading the ongoing projects. Further your role and responsibilities may be reviewed by the firm

from time to time and during certain periods you may be entrusted with additional responsibilities. Additional details of your role and expected output will be provided to you on your joining the Firm.

2. **Date of Joining:** Your appointment will be effected from 15th October 2021.

3. **Location:** Your current place of work is Delhi.

4. **Reporting:** You will currently directly report to the Manager.

5. **Duty hours:** Your regular duty hours will be from 10:00 am to 6:00 Pm or as mutually agreed between your manager and you. . The work week will comprise 6 working days, until changed by the company.

6. **Remuneration:** Your monthly salary will be 15,000.

Deductions if any will be made as per the Government Regulations as and when they become applicable.

7. **Whole-time and attention:** During your appointment with Mdeez E-Commerce Solutions, you shall devote your best efforts to promoting the Firm's business and may not without prior written consent of the Firm engage or be interested (directly or indirectly) in any other business or Employment.

8. **Leave:-** The employee is allowed one weekly leave , 6 days working with one **Half-Day** on Friday (3-7 Pm) or what is decided by your manager.

Additional 2 paid leaves are allowed in every month with genuine reasons, if allowed by the person in charge.

9. **Disclosure:** You shall disclose to the Firm your business interests, whether or not they are similar to or in conflict with the businesses or activities of the Firm, and all circumstances in respect thereof and whether there is or might be, a conflict of interest between the Firm and You.

10. **Firm policies:** You will be governed by the Firm's policies, as applicable at your level. The Firm reserves the right to amend the policies from time to time.

11. **Return of Firm property:** You shall promptly upon request by the Firm and in any event upon the termination of your employment deliver to the Firm all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Firm which may have been prepared by you or come into possession, custody or control in.

12. **Termination:** The Firm may terminate this appointment by giving one week notice or you may terminate by giving 1 month notice in written or paying the equivalent of the total fixed cost (TFC) amount in lieu thereof. The Firm reserves the right to terminate your service without any compensation or notice thereof, if you are found to be moral breach of your responsibilities, or following a code of conduct, not in the line with Firm guidelines and values, or if any information provided by you during the course of your interview or otherwise, is at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of the letter.

Furthermore, if you are found to be under the influence of alcohol/drugs during the working period at the office, then it could result in IMMEDIATE termination of your services without any notice pay. This is because, you being under the influence of alcohol, could lead to a bodily injury to other, or lead to damage on the machine and is considered a SERIOUS safety violation.

13. **Confirmation of Employment:** This offer letter will be considered a final and binding offer letter once you have signed and returned the Original back to the firm along with the following documents:

- a) Complete & up to date Resume
- b) 3 Passport size photographs
- c) Copy of PAN card of self and Aadhar card
- d) Address proof of Delhi / NCR
- e) Copy of degree certificates
- f) Bank Details
- g) Last company's experience or relieving letter.

(Signature of Nitin Saxena)

Name: **Mohammad Hammad**
(HR Manager)
MDEEZ E-COMMERCE SOLUTION

COMPANY DETAILS

NAME : Mdeez E-CommerceSolutions
Address : D-11/123, Zakir Nagar Dhalan,
Okhla, New Delhi- 110025
Contact : 8595655957 , 9810210647

For Mdeez E-Commerce Solutions



Partner

Mr. Mohd Uzair
(Managing Director)



Mr. Mohammad Hammad
(HR Manager)