



Appointment Letter

Date: 01.09.2022

To

Mr. GOWTHAM R.

No. 100/2 Mariyamman Kovil Street,
Kannimar kovil Patti,
Nilakkottai(TK),Dindigul(DT),624202.

Dear GOWTHAM R.

Sub: Letter of offer for Employment

With reference to the discussion and interview you had with us we are pleased to appoint you on **01.09.2022** in our company on the following terms and conditions.

You will be appointed as **SOFTWARE DEVELOPER** in our company remuneration detailed in Annexure. Your initial place of posting will be at Chennai.

Your offer has been based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain in the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit. And your joining date will be **03.09.2022** and please report to the office at 9am on the same day.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly

For ALLTECHZ SOLUTIONS PVT LTD


[K R SANKARAN]
Business Head





Terms and Conditions

1. Your place of posting will be in **Chennai**. However, during your employment with us may be posted or transferred/attached to any other units/companies/offices or clients of the AllTechZ Solutions Pvt Ltd.
2. Your emolument by way of Annual Cost of the Company is **Rs. 1,80,000 (One Lakh Eighty Thousand Only)** You shall report to the any authorized person nominated by the company from time to time, who will in turn assign your roles, duties and responsibilities in the company.
3. You may be required to work in shift system of the company as intimated to you from time to time.
4. You are governed by the “**Service Rules and Regulations**” of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.
5. This is a contract for employment at will. You would be on probation period of 6 months and either party can terminate this contract employment in 15 days advance notice or pay salary in lieu of the same to the other party. On confirmation, either party can terminate this contract for employment by giving 30 Days advance notice or pay salary in lieu of the same to the other party. However, should your termination be due to unauthorized absence from duty, nonperformance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case, the company will not pay any notice salary.
6. During the period of your employment with us, you will not work directly or indirectly for any other person, firm company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.
7. You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.
8. Your appointment is subject to that your being found medically fit by a doctor nominated by the company and thereafter you will have to maintain a state of overall health in order to continue in the services of the company.



9. All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements and discoveries and has the intellectual property rights over them.
10. You shall keep the company informed in writing, of any change in your address, failing which any notice/ letter sent by the company to your address mentioned above shall be sufficient for the purpose of this conduct.
11. Please bring the following original documents for verification with their photocopies, which would be retained for our records.
 - a. Photographs (Three passport size)
 - b. All educational certificates including mark sheets in full.
 - c. Relieving letter & Service certificate (If employed previously).
 - d. Proof of Last drawn Salary (If employed previously).
 - e. Passport/Proof of Address.
 - f. Two reference Letters from persons known to you.
12. Please sign and return the duplicate copy of this letter within same day of receiving the same as a confirmation of acceptance of the same, failing which this offer shall stand, cancelled unless a written extension is given.

Best wishes for a long, happy and rewarding career with us.

Sincerely

For **AllTechZ Solutions Pvt Ltd** I have read the contents of this letter and accept the offer of employment with the terms and conditions.


K R SANKARAN
Business Head



Employee Signature



Annexure

To

CONFIDENTIALITY AND DISCLOSURE AGREEMENT

For the purpose of defining confidential information the following will apply. "Confidential information" shall include all: Production process, marketing techniques and arrangements, mailing lists purchasing information, pricing policies, quoting procedure, financial information, customer and prospect names and requirements, employee, customer, supplier and distributor data, price lists and other materials or information relating to the Company's business and activities and the manner in which the Company does business.

Computer software and Databases. Source and object code, flowcharts algorithms, coding sheets, routines, subroutines, compilers, assemblers, design concepts and related documentation and manuals. Discoveries, concepts and ideas including, without limitation, the nature and results of research and development activities. Other materials or information related to the business or activities of the Company, which are not generally known to others engaged in similar business or activities.

Ideas which are derived from or related to my access to or knowledge on any of the enumerated materials and information; and Information about or belonging to suppliers and clients of, and all parties to any agreement with the Company which would be confidential information pursuant to the above definition if such other parties were in the position of the Company.

The absence of any marketing or statement that particular information is "Confidential Information" shall not affect its status as Confidential Information.

Breakup of Remuneration will be as follows:

Components	Monthly	CTC
Basic Pay	8,000	96,000
House Rent Allowance	2,000	24,000
Travel Allowance	1,500	18,000
Medical Allowance	1,500	18,000
Special Allowance	2,000	24,000
TOTAL	15,000	1,80,000