**Mr. Gopinath. S**

**India**

**Date: 04 Jun 2021**

**Offer for Employment**

**Dear Mr. Gopinath. S,**

With reference to your interview(s) and satisfactory performance during your training period, we are pleased to offer you employment in our organization, on the terms and conditions, mentioned in this letter for offer of appointment herein below.

You will work as an intern until you complete your current Master degree course. On successful completion of your degree, you will be confirmed as a full-time employee and will be issued a fresh offer letter detailing your salary and benefits.

During the internship period, these will be the terms and conditions of employment:

Department : India Head Office

Designation : Software Engineer Intern

Work Location : Chennai, India

Internship Period : 3 months / Until M.C.A Course Completion

Stipend : ₹8000 per month only

# DATE OF JOINING / APPOINTMENT DATE

This appointment will commence from your date of joining which should not be later than **June 10th 2021**, provided that you indicate your acceptance to the same by signing and returning in duplicate a copy of this offer of appointment to us immediately and in any case within two (2) days from the date of this letter for offer of appointment.

You should report for joining at the place of posting on or before the above date of joining. You have to provide self-attested documents as mentioned below prior to the joining date: -

1. Signed Curriculum Vitae (CV).
2. Copy of Marksheets upto the 6th Sem
3. Copy of 10th and 12th Marksheets
4. Passport size photographs
5. Copy of Passport
6. 2 ID Proof Copies

# DESIGNATION

You shall be designated as **Software Engineer** **Intern**.

# REMUNERATION

Your Stipend will be **₹8000** per month.

Your stipend during the internship period shall be subject to deductions on account of any unauthorized and authorized absence, damage to any property of the company and all other matters as governed by the company's policy.

1. **INTERNSHIP PERIOD**

You will be designated as an intern until successful completion of your Master Degree course. The company mandates that you must successfully clear all your semesters without any backlogs, failing which your employment may be terminated as deemed appropriate by the management. The management has the right to extend internship period or terminate your employment during the internship period if your performance is not found satisfactory.

1. **EMPLOYEE CONTRACT**

The company requires that every Software Engineer Intern must take an undertaking to serve the company for a minimum period of 2.3 years (30 months).

Please find details of the Employee undertaking attached along with the offer letter. **The employee has to print this on a stamp paper, sign and send this to our office within 1 week of receiving the offer letter. If the company does not receive this within 1 week, the offer will be deemed invalid.**

# PLACE OF POSTING

Presently, you shall be based at Chennai, India. Your place of work may change in case of any relocation of the Company's offices. You are further liable to be transferred to any part within the Country/Overseas as decided by the Management in the interest of the company.

# PERQUISITIES & HOLIDAYS

As an intern, you are only eligible to avail 1 Sick Leave (SL) per month during the Internship period. Any other leave taken in this period will be considered as unpaid leave. If more than 2 days leave is availed together, medical certificate must be provided.

In addition, you shall be entitled to national holidays as declared for the private sector by the government, or days in lieu where the Company requires you to work on such national holidays. Unavailed leaves will not be reimbursed as per Company’s policy.

# CONDUCT & DISCIPLINE

1. Official E-mail ID shall be communicated to you after joining. This will be a password- protected official email ID. Any correspondence /information including letter/notice of confirmation, transfer, promotion, termination, resignation, policy matters, etc. received/sent through such e-mail ID by or to you shall be an acceptable form of communication. You are required to keep the password of such e-mail ID confidential. This E-mail ID must be regularly checked for any communication. This E-mail ID should be used exclusively used for authorized official purposes only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail id.
2. You are expected to maintain high standards of Conduct and Excellence in all your assignments.
3. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
4. You shall at all times comply with the Company's policies.

# GENERAL RULES

In all matters including those not specifically covered by this letter, such as, Incentives, will be governed as per the rules of the Company.

* 1. You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.
  2. You will hand over the charge, the property and the material etc. of the company in your possession at the time of cessation of your employment with the company.

# CESSATION OF SERVICE

1. The company has the right to terminate the employee during the internship period if found unsatisfactory in performance or due to misconduct with one day notice.
2. In case an employee, during the internship period, decides to leave the employment of the Company by way of resignation or otherwise then he/she shall be required to serve a prior notice of 1 Month from date of such resignation and acceptance by the approving authority, in lieu of such notice at the discretion of the Company. If an employee, during internship period leaves the employment of the Company without following the above specified process, in such events the Company would be within its Rights to forfeit the sum(s) due to the employee, if any, and shall be also at liberty to take appropriate action including but not limited to termination and/or to claim damages(s) and/or loss(s) from the employee.

# VERIFICATION

1. This Letter for offer of appointment is issued to you on the basis of your candidature, eligibility and on grounds of information/ documents provided by you to the company, which are believed as bonafide, genuine and true.
2. This appointment is based on the information supplied by you to us in your application/personal data form and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary in lieu thereof.

In case of any query regarding your offer of appointment letter you can contact us on

[hr@rapiddatatech.com](mailto:hr@rapiddatatech.com).

Please sign the duplicate copy of this Letter for offer of appointment and return the same in confirmation of your acceptance of the appointment and all other terms and conditions as stated therein.

Wish you all the best and welcome you to our organization for a long-standing relationship.

Sincerely,

# FOR MAGNA DATUM

**AUTHORIZED SIGNATORY HUMAN RESOURCES**

**ACCEPTANCE OF THE EMPLOYEE**

I, hereby, agree to abide by the terms and conditions of this Letter for offer of Appointment and am aware that any lapse in my meeting the set performance standards/misconduct and any disciplinary issue would result in legal/disciplinary action against me/or employment. I agree to join on or before **10th Jun 2021**

# SIGNATURE OF THE EMPLOYEE

# EMPLOYEE CONTRACT AGREEMENT

THIS AGREEMENT is made on the 10th day of Jun 2021 between **Magna Datum Technologies Pvt. Ltd.**, a company registered under the Companies Act, 2013 and having its registered office at. R Block, No.138, Kovaipudur, Coimbatore, TN 641042 (hereinafter called the “company”) of the one part and **Gopinath. S** residing at B2, kailash Apartment, Nethaji nagar Main road, thirumullaivoyal, chennai -600062 (Hereinafter called the “Employee”) of the other part.

WHEREAS

The company is desirous of appointing **Gopinath. S** as ‘Software Engineer Intern’ and the Employee has agreed to on the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follow:

1. Subject to provisions for termination set forth below, term of employment will begin from 10th Jun 2021 to 10th Dec 2023. Organization may terminate this Agreement any time for any violation of company policies.
2. Your term of employment will be for 2.3 years from the date of appointment. If you leave the organization within the Internship period, you should give 1 month prior notice and shall unconditionally deposit an amount of 1.5 Lakh INR as training cost. After confirmation as a full-time employee, if you want to leave employment within period of 2.3 years from joining date, you should give 3 months prior notice and shall pay an amount of 2 Lakh INR as compensation for training cost before leaving the organization..
3. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
4. In case you wish to leave the organization after 30 months period, you are required to give 3 months advance notice. Advance notice of 3 months can be submitted only after completion of 30 months.

By signing on this copy this shall be deemed as a mutual contract of agreement and the same shall be governed by the laws of India. It is also agreed that in case of any dispute, this will be contested within the limits of Coimbatore jurisdiction only.

# SIGNATURE OF EMPLOYEE

# Witness 1 Name, Addrees and Signature

# Witness 2 Name, Address and Signature

# SHOULD BE NOTARIZED BY GAZETTED OFFICER