



---

## **Letter Of Employment**

**Date: 11th September, 2024**

Dear **Abhishek Kumar**,

Please refer to your application and the subsequent interview you had with us, we are pleased to appoint you as a “**Software Engineer**” in our organization **OTW Solutions**, on the following terms and conditions.

Your appointment will commence on **17th September, 2024**

**Salary:** Your Annual Total Employment Cost to the company would be Rs. 2,16,000/- (Two Lakh Sixteen Thousand Rupees Only).

**Place/Transfer:** Your present place of work will be at New Delhi [**49/3 Ashok Nagar, New Delhi- 110018**] but, during the course of the service, you shall be liable to travel anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Job Profile:** You will be responsible for the following responsibilities in general & can be added on or revised as per the company requirement.

Reviewing client requirement, Presenting ideas for application improvements, including Software Development and Maintenance  
Working closely with analysts, designers and staff

Producing detailed specifications and writing the program codes  
Testing the product in controlled, real situations before going live  
Preparation of training manuals for users  
Maintaining the systems once they are up and running

**Probation/Confirmation:** You will be on a Probation period for Six months. Based on your performance your services will be confirmed in writing by the company.

Your profile would be changed or renewed after completion of your probation period.

During the probation period your services can be terminated with one month notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

**Leave:** During the probation period, you will not be entitled to any leave i.e. casual leave, sick leave or paid privilege leave. On confirmation of your services you will be entitled to:

Casual Leave, Sick Leave and Paid Leave

Per annum worked out on pro rate basis and holidays as per the rules of the company.

Absence for a continuous period of five days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

You will devote your full ability, time, attention, energy for the work of the company and not engage in any other direct / indirect business or work, honorary or remunerative except with the written permission of the management in each case. The company expects you to work in the direction in which you are placed with high standard of initiative, efficiency and economy and thereby bring credit to you as well as to the company.

The Company's services rules or standing orders, as in force from time to time, shall be binding on you during the tenure of your service with company.

Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of

the acts or omission the company shall be entitled to recover the damages from you.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

The total pay package (salary) mentioned in this appointment letter has been offered to you based on your qualifications & credentials which is to be treated as highly confidential and privileged information between you and the company and it is expected of you to treat the same accordingly.

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please revert to the undersigned along with the below given list of documents signifying your acceptance.

- Attach copies of Certificates of Educational Credentials.

- Copies of Pan Card
- Copies Identity proof, Address Proof
- Three Passport size photograph

We welcome you to **OTW** family and look forward for a long and mutually fruitful association.



**Thanks & Regards**

**Mr. Himanshu Sharma**  
**(Founder)**  
**OTW Solutions**