



Letter of Offer for Employment

Date: 05.11.2024

To

Abbas Hussain,

Sub: Letter of Offer for Employment

We are pleased to offer you an appointment in our organization as **Data Analyst** with effect from **11th November 2024**. You will be based in **Gurgaon** location. You will be reporting to **Ms. Kanica Chopra**.

You will be paid gross emoluments as detailed in Annexure I. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure I. Your offer has been made based on information submitted to us by recruiter depending upon the 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 the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit. 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,

Kanica Chopra

HR Manager

Javi Systems India Pvt.Ltd.



(Please bring in originals for our verification and return)

- Educational certificate/s as mentioned in your CV
- Relieving certificate from the past employer
- Salary certificate
- Age proof certificate
- Experience certificate
- Form 16 from the past employer (if applicable)
- Four passport size photographs
- One cancelled cheque.

Welcome to Javi family.

For Javi systems (India) Pvt Ltd



Authorized Signatory



Annexure I

Employee Name: Abbas Hussain,

Date Effective: 11th Nov 2024

ACTION:

(Check all applicable boxes)

Department	IT Programmer
Title	Data Analyst
Salary & Benefits	S/M
CTC	42,500
Basic	21,250
HRA	10,625
Other Allowance	7,803
PF Contribution	1,800
Gratuity Payable	1,022
Mediclaime Allowance	0
Bonus Payable	0
Variable Payable	0

Incl: Standard Terms & Conditions of Employment

Above break up is subjected to recovery of PF and Income tax as applicable.

	Deduction P/M
PF	1800
ESI	0
Net Payable	40,700(42,500-1800)

Net Payable:- Rupees Forty Thousand Seven Hundred Only.



1. Leaves

1.1 Leave Policy is not applicable to employee within the first Six months from Date of Joining that is no leave can be availed by employee in his/her first six month tenure starting from his/her Date of Joining. After completion of the mentioned period, leave policy of the company will be applicable on the employee. This leave policy will be shared on official mail ID of the employee.

2. Transfer

2.1 Your initial place of work will be **Gurgaon**. However, as per changing work requirements, your services are transferable. You may be assigned to any of the company's subsidiaries or associated companies in any location within or outside of India.

3. Termination

Termination of this Employment Contract can be effected in any of the following ways:

3.1 Termination for Cause: The Company can terminate this arrangement without notice or payment of any kind (except the statutory dues) only in the event of any breach of integrity, act of dishonesty, embezzlement, irregularity in attendance, insubordination, or any misconduct, on your part or the breach on your part of the terms, conditions or stipulations contained in this agreement.

3.2 Termination through Notice Period: The Company may terminate this employment in accordance with this clause after giving written notice as per the notice period for two months or payment of salary for that specified period.

3.3 Termination by Employee: You may resign from the employment with a written notice addressed to your supervisor, as per the notice period for three months. In case the written notice is not given for the specified notice period, the Company will deduct salary for the specified period from the final settlement due. In case the final settlement is less than the amount due to you, you will have to pay the balance amount to the Company before your exit from the Company. The Company reserves the option to pay you for any unserved notice period, in case the Company relieves you of your duties at an earlier date.

3.4 In the event of your death, termination is effective on the date of death.

4. Internet Code of Conduct

Every staff member has a responsibility to maintain and enhance the company's public image, and to use the Internet facility provided by the company in a productive manner. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.



5. Confidentiality

5.1 Employee shall not disclose or divulge any confidential information related to the company's business or its customers which may come to your knowledge or possession during the tenure of your employment, and which you should not disclose or make public except in course of the proper execution of your services.

5.2 While on the rolls of the Company you shall not, except with the written permission of the company, engage directly or indirectly in any other business, occupation or activity, whether as principal agent or otherwise, which will be detrimental, whether directly or indirectly to the company's interests.

5.3 You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Company to assign such duties and responsibilities.

5.4 Except on the proper course of your employment, or thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.

5.5 You shall confirm that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business (s) or activities of the Company, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives. You agree to disclose fully and immediately to the Company any such interests or circumstances which may arise during your employment.

5.6 You will not (except in the normal course of the company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press relating to company's products or to any matter with which the company may be concerned unless you have previously obtained written permission from the company.

6. Others

6.1 Upon separation from the Company on account of either resignation or termination, you need to immediately return to the Company all the assets and property (including any leased properties) of the company including documents, files, books, papers, memos and all electronic gadgets (including SWIP card, floppy disc and CD's) provided to you and/or in your possession or custody.

6.2 Unwelcome speech or conduct in the workplace or during the course of employment that could be construed as harassing, whether committed by supervisors or non-supervisory employees, is strictly prohibited. In addition, any unwelcome sexual advances and/or requests for sexual favors and/or other verbal or physical conduct of a sexual nature will be considered as sexual harassment. Such conduct, or condoning such conduct, will not be tolerated and may result in disciplinary action up to and including termination of employment.



7. Notice Period

7.1 Any employee wishing to resign then, 3 months notice period must be served. In case the written notice is not given for the specified notice period, the Company will deduct salary for the specified period from the final settlement due. In case the final settlement is less than the amount due to you, you will have to pay the balance amount to the Company before your exit from the Company.

7.2 All the above is applicable except or assigned or taken up Project must be completed, but whereas management can terminate with notice period of 7 days without pay, if

- Failed to perform well,
- Failed to execute or to finish up the project on time,
- Failed to keep up time sense,
- Failed to maintain professional ethics and dignity,
- Wrong or lethal attitude,
- Failure to commitments,
- By passing the instructions by higher authorities,
- Manipulated communications with clients, disclosure of non-disclosure information to clients about our organization.
- and etc.

Applicable to All,

Un-intimated leave by any employee will be accountable for LOP of 7 to 10 days pay. (Loss of pay)
(It is applicable on the situations and circumstances)

Emergency leave /medical leave without prior information would be considered maximum by 5 times in a year and after that it would be considered as LOP for 5 days for one day leave.



The company reserves all the rights to change any rules & regulations as it deemed necessary from time to time & you will be governed by rules and regulations of the company which are in force and as may be added, amended or introduce in future.

We take this opportunity to wish you well in the organization and look forward to a long and mutually beneficial relationship. With warm regards,

For Javi Systems (India) Pvt Ltd



Authorized Signatory

I have read and understood the revised terms & conditions of my appointment at Javi Systems stated above and in the earlier pages and hereby signify my acceptance of the same.

Acceptance _____

Date: _____