

**Name : Sonali Koli.**

**Address : Pimpri-Chinchwad, Pune**

**Subject:  Appointment  for  post  of  Software Engineer**

Dear  Ms. Sonali Koli,

We are pleased to offer you, the position of Software Engineer with DevLogic Technologies on the following terms and conditions:

**1. Commencement of employment**

As a trainee you have been appointed at 1st Jan 2020.

**2. Job Title**

Your  job  title will  be  Software Developer.

**3.Salary**

Your  salary  and  other  beneﬁts  will  be  as  set  out  in  by company policies.

**4.  Place of  posting**

You  will  be  posted  at  Pune, Maharashtra.

You  may  however  be  required  to  work  at  any  place  of  business  which  the  Company has,  or  may  later  acquire.

**5.  Hours  of Work**

The   normal   working   days   are 10:00AM   through 7:00PM. You   will   be   required   to work for such as necessary for the proper discharge of your duties to the Company.

The  normal  working  hours  are  from  10:00AM  to 7:00PM and you are expected  to  work not less  than  45 hours  each  week, and  if  necessary for  additional hours depending on your responsibilities.

**6.  Leave/Holidays**

6.1 You  are  entitled to 16 planned leaves and 5 unplanned leaves in every calendar year.

6.2 The list  of national holidays is declared by HR department in  the  beginning  of  each  year.

6 . 3 Based on your date of joining your leaves will be prorated.

**7.  Nature of  duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, form time to time.

**8.  Company  property**

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

**9.  Borrowing/accepting gift**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**10.  Termination**

10.1 Your appointment can be terminated by the Company, without any reason, by giving you with or without prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than 3 months’ prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients’ business affairs.

**11. Confidential Information**

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause ‘Confidential Information’ means information about the Company’s business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company’s products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

**13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees’ benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

**14. Governing Law/Jurisdiction**

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Bombay High Court, Maharashtra only.

**15. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

**Important Notice:**

The Company has issued to you a list of documents to be submitted by you on the date of joining. This appointment letter is issued subject to you furnishing all necessary document and satisfactory completion oy your background check.

If you are unable to furnish necessary document / information or if you furnish any misleading information or false documents, the contents of this Appointment letter shall be deemed null and void and your employment with the company shall stand terminated. In such an event, the company reserves the right to recover any sums paid to you till the date of termination.

|  |
| --- |
| I have carefully ready the terms and condition of my employment. I have understood the same and accept them entirely.  Name : Sonali Koli.  Signature : Date: Place: |

We welcome you and hope your association with Devlogic Technologies will be mutually rewarding.

**Wish You All The Best!**

Sincerely,



Hinjewadi, Pune

E-Mail: [support@devlogictechnologies.in](mailto:support@devlogictechnologies.in) | WEBSITE: https://devlogictechnologies.in