

Date: 21/12/2018

To,
Nikita Rangnath Pote
Sai Shradha Rowhouses no:-2,
Opposite of Mayur Hospital,
Near Sarasvati Vidyalaya School,
kamathwade, DGP-2,
Nashik-422010.

Ref: Your Application for employment dated 25/12/2018 and subsequent interview held with you on 29/12/ 2018.

Sub: Job Offer Letter.

With reference to the above we i.e. Webwing Technologies would like to inform you as hereunder:-

1. We offer You Employment in our Company/Organization for the position of Business Development Executive subject to the following Terms and Conditions.
 - I. You have to join our Organization on or before 01/01/2019 failing which this Letter of Offer shall be treated as cancelled and will become invalid / Inoperative.
 - II. After joining our organization as above you will be given Salary of Rs 1,20,000/- (One Lakh and Twenty Thousand) per Annum inclusive of all allowances.
 - III. That the said Job as offered to you is for Business Development Executive and your work Place shall be Nasik. That the Management of Webwing Technologies reserves the right to Transfer Your Services from one Place to another Place or at a Place where the Webwing Technologies has taken up a Project.
 - IV. That Your Profile of work shall be mainly in the area of Technical. However the Management of Webwing Technologies reserves the right to change Your Profile of work depending on the requirement of Work and Projects.

- V. That the working Hours of Your job shall be From 9.00 AM in the Morning to 6.30 PM in the evening and there will be a Lunch Break from 1.00 PM to 1.45 PM. That you shall report for duty on time.
- VI. That Second and Fourth Saturday of Each Month and All Sunday's of each month shall be Holidays. That Management reserves the right to declare second and Fourth Saturday as working day depending on urgency of work.
- VII. You shall be provided leaves as per company's policy. That the Management of Webwing Technologies reserves the right to Sanction or not the Leave. That no paid Medical Leave will be allowed without producing Medical Certificate from a Registered Medical Practitioner having a minimum Qualification of MBBS. That the management of Webwing Technologies reserves the right to deduct Your Salary / Wages for the absenteeism on the days of Unsanctioned or Unauthorized Leave. That Management of Webwing Technologies reserves the right to cancel the sanctioned Leave as well subject to exigencies and emergency of work and in that situation you shall report to duty on time.
- VIII. You shall be on probation for a period of 6 months from the date of Employment. If your Performance is satisfactory, you will be confirmed by means of Confirmation Letter. That unless and until said Confirmation Letter is not issued to You, You shall not deemed to be confirmed. That during the time of Probation Period if You fail to provide satisfactory Performance , the management has the right to terminate Your Training at any Point of time without giving You any Notice or payment in lieu of Notice. That upon Completion of Probation of 6 months if you are not provided Confirmation Letter, the Relation between You and Webwing Technologies will be terminated automatically.
- IX. That you during the Continuance of Employment / Services in Webwing Technologies shall behave in a Proper & a decent way with Your Colleagues, Senior Management, clients and all other people associated with Webwing Technologies. That you shall not indulge in any act which is a Crime under the Statutory Law of India. That you shall do Your Work with utmost discipline.
- X. You during the Continuance of Employment / Services in Webwing Technologies shall not directly or indirectly engage yourself in any other Work, Job, Business and you shall focus only on this Job.

- XI. That You during the Continuance of Employment / Services in Webwing Technologies and even after Your discontinuance of Employment with Web Wing Technologies shall not disclose , divulge, share or discuss with anyone the Client Database of Webwing Technologies, Information Relating to Business Projects, Technical Know-How of the Company.
- XII. That the Notice Period for You to Leave the said Job shall be two Months, That If You Leave the organization without the said Notice Period or fail to complete said two months of Notice Period, the management reserves the right :
- a) To not give You Experience Letter.
 - b) To deduct your two Months of Salary or to recover the same from you by filing Case / Suite against You.
 - c) To Recover the Loss as Faced by Management / Organization / Webwing Technologies due to Your said Act
- XIII. That all the Clauses of this Offer Letter are material and breach of any of the clauses shall render You Liable to the extent of Loss faced by Management, under the statutory law as Applicable,
- XIV. At the time of joining you shall produce following Documents / Certificates, in case if the same is not given to us so far.
- A. Original of school leaving Certificate / Original copy of Marksheet.
 - B. Other Mark sheets & certificates pertaining to Your Educational Qualification.
 - C. Reliving Certificate / Experience Certificate of Last Employers (if any).
 - D. Self Attested Xerox Copy of PAN Card & AADHAR Card.
 - E. One duly signed copy of this Letter as a Token of Acceptance.
 - F. 2 Passport Sized Photographs (color Photos with White Background).
 - G. Temporary Address Proof if Your Temporary Address is different from the address as Mentioned of Aadhar Card.
- XV. Management reserves its right to withdraw or cancel this Job Offer Letter in case if the contents of Your Bio-Data / Resume are found to be False and if any of the above certificates / Documents are found fabricated / counterfeit.
- XVI. Your Regular Letter of Appointment shall be given after joining your duty as above with us.

We heartily Welcome you to our Organization and trust we will form a Healthy, Satisfactory and mutually beneficial organization.

Kindly Confirm Your Acceptance to this Job Offer Letter, by signing a duplicate copy of this Letter and return it to us as a Token of Acceptance.

Thanking You

For Webwing Technologies.



Mr. Nikhil Pawar

Proprietor.

Read, Received and Accepted.

Signature:-

Name of Applicant:-

Date:-