



# Global Web Technology

Making Business Online

**Date: 22nd Nov 2023**

From

**Syed Farooq H Rizvi, Founder**

Global Web Technology

No. 1383/433, 3rd Floor, Dex Co Work OPC Pvt Ltd, HBR layout, Outer Ring Road,  
4th block HBR 1st stage, Bengaluru Urban, Karnataka, 560045

To,

**Mr. Riyas K**

Roadarika thuvedu, Anappara

Anappara PO, Vithura, Thiruvananthapuram,

Kerala - 695551

**Subject:** Appointment Letter for the Position of Software Developer.

**Dear Mr. Riyas K**

We are pleased to inform you that after careful consideration of your qualifications and performance in the interview, we are offering you the position of Software Developer at Global Web technology. We believe that your skills, enthusiasm, and fresh perspective will make a valuable contribution to our team.

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**Phone :**  
+91-9620474135



**Website :**  
[www.globalwebtechnology.in](http://www.globalwebtechnology.in)



**Email :**  
[contact@globalwebtechnology](mailto:contact@globalwebtechnology)

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Bengaluru Urban, Karnataka, 560045



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## 1.Date of Joining:

Your date of appointment is effective from the date of joining which is 24th November 2023 unless, otherwise communicated in writing by the company.

## 2.Compensation:

### You will be eligible to receive the following:

- a)Total CTC will be INR 3,00,000/-[only] Per Annum.
- b)You will be entitled to any other compensation and benefits in accordance with Global Web Technology policy as modified and intimated to you from time to time.
- c)Your increment on salary will be reviewed periodically as per Global Web Technology policy.
- d)Salary date will be 10th of every month.

## 3.Other Benefits:

### You will be entitled to the following:

- a)Leave, holidays and working hours as applicable to your category of employees and location of Posting and will be as per Global Web Technology company policy.
- b)The Office working Timing is 9.30 am to till 6.30 pm.
- c)The company observes 6 days' work in a week (i.e., Monday to Saturday).
- d)Once your employment is confirmed, your salary increment will be based on your performance.

## 4.Responsibilities:

- a)In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
- b)There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of Global Web Technology, whether directly or indirectly.
- c)You may be required to undertake travel interstate on Company work for which you will be reimbursed travel expenses as per the Global Web Technology policy applicable to you.



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e)Consequently, you are required to understand the scope and intent behind these policies and to comply with the same.

f)In any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Head and action would be taken accordingly.

g)You will at any given point of time will work towards the interest of the organization and its welfare.

h)You will at any given point of time safeguard the data / confidential information / strategies / customers details of the organization and shall not disclose to any third party, any breach in the above said, the organization will have the right to take the appropriate legal action against you.

## 5.Conflict of Interest:

a)You are required to engage yourself exclusively in the work assigned by Global Web Technology and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Head.

b) You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Global Web Technology.

## 6.General:

We trust that you have not provided us with any false declaration or will fully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.



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## 7. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. Global Web Technology reserves the right to pay or recover salary in lieu of notice period. Further, Global Web Technology may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

## 8. On separation:

- a) On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.
- b) You full and final settlement, including salary dues and any other entitlements, will be processed within 30 days from the date of relieving.
- c) Please confirm that the above-mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

## 9. Documentation:

Please bring the following original documents on your first day for verification:

- a) Aadhar card
- b) PAN Card
- c) Experience letters
- d) Education certificates

## 10. Acknowledgment:

Please sign and return a copy of this letter to indicate your acceptance of the terms and conditions.

*Riyaz*



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We are enthusiastic about the skills and energy you bring to Global Web Technology and believe that you will play a key role in our success.

We look forward to have a long term association with us.

Yours sincerely,

**Syed Farooq H rizvi**

Founder

Global Web Technology



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