

# SSAK Solution Services

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**Miss Kanak Lata Tripathi,  
VILL- DUNAI,  
POST-JAMUA BAZAR,  
DIST.-MIRZAPUR**

**Subject: OFFER LETTER FOR THE POST OF "Trainee Software Developer"**  
Dear **Kanak Lata,**

With reference to your application & subsequent discussions you had with us, we are pleased to offer you the position of "Trainee Software Developer" at SSAK Solution Services Lucknow.

You will be paid an annual package of 0.84 Lack according to **Annexure-A** (could be provided on requirement). Your employment will be governed by the terms & conditions as detailed in **Annexure -B**. if agreed, you should report at office address mentioned below at 10:00 am on 12<sup>th</sup> January 2016.

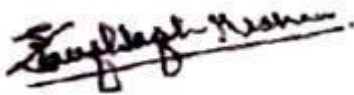
**SSAK SOLUTION SERVICES**  
**27-Institutional Area,**  
**Vipul Khand, Gomti Nagar,**  
**Lucknow-226010, Uttar Pradesh.**

If the Annexure-B terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us.

Yours truly,

For SSAK Solution Services.



**Managing Director  
(SSAK Solution Services)**

**Acceptance of Offer Letter**

**Declaration of Candidate:**

I.....accept this offer on.....

**Signature of Candidate .....**

**Declaration of Employer / Authority:**

I hereby declare that this joining has been done in my Presence..... on .....

**Name of competent Authority- Mridul Sinha.**

**Annexure B to Offer Letter with Reference No. -**

**Welcome to SSAK Solution Services!**

Presented here are the details that refer to our offer of employment to you as "Trainee Software Developer". This is to be read in conjunction

With your offer of employment.

**1. Training Period:**

The training program would consist of On-the-Job training or classroom training as per requirement. The duration of the training is expected to last for a Period of three month, but may be shortened or extended based on the performance of the candidate. After the completion of the training, Candidate will have to handle the development of assigned project or as directed by reporting authority.

**Provision Period:**

You will be on provision for a period of 6 **months** and may be confirmed as a permanent employee based upon your performance review. In addition to your performance, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the Company before the due date of your confirmation. The copies of the following will constitute the required documents:

- I. Address proof (self-attested)
  - Passport
  - Ration Card
  - Electricity bill
  - Rent agreement
  - Adhar Card
- II. Id (proof)
  - Pan Card
  - Passport
  - Adhar Card
- III. Class 10 (or equivalent) Marks Sheet (self-attested).
- IV. Class 12 (or equivalent) Marks Sheet (self-attested).
- V. Graduation Marks Sheet (self-attested).
- VI. Post-Graduation Marks Sheet (self-attested).
- VII. Diploma Certificate (self-attested)
- VIII. Prior Experience Certificate & NOC of previous employer / self-declaration

**The relieving/resignation acceptance letter from your previous organization has to be submitted on your joining the company. Required documents must be submitted by you within 15 days of joining otherwise your candidature/ employment can be cancelled at any stage.**

**Your confirmation with the Company may be withheld in case of failure to submit the aforementioned documents. Your claim for a particular experience/ educational qualification shall be considered only if it is supported by appropriate documents.**

**Any Reimbursement of TA/DA shall not be paid for the joining & at time of first reporting.**

**Incentive will be paid only after passing Training Evaluation. Salary could be paid as a check, cash or online in the registered account number.**

**I have read & understood the above mentioned terms & conditions & accept the same.**

**Date: .... /...../20.....**

**Candidate Signature\_\_\_\_\_**

**Annexure B to Offer Letter with Reference No. -**

**2. Increments and Promotions:**

Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right. Salary increases are normally given on an annual basis of every year, as and when deemed fit.

**3. Transfer:**

Your services can be transferred to any of our units / departments situated anywhere in India. At such time the compensation applicable to a specific location will be payable to you. At the time of relieving you are expected to handover all your responsibilities to the immediate senior authority (preferably)/ immediate junior.

**4. Notice Period:**

You will be required to give **30 days' notice** or salary thereof in case you decide to leave our services subject to the Company's discretion; in the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the **30 days'** notice period. Similarly, the Company can terminate your services by giving **30 days'** notice or basic salary thereof. At the time of relieving You are expected to handover all your responsibilities to the immediate senior authority (preferably)/ immediate junior. **If you are Serving notice period you are not entitled to avail any leave during the notice period.**

**5. Cessation/Termination of Service:**

- I.** Either party can terminate this employment by serving a notice of **30 days** on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- II.** Unauthorized absence or absence without permission from duty for a continuous period of 4 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- III.** The company shall be at liberty to terminate your employment without any notice or compensation if any during the period of employment if you are found guilty of any act of disobedience, indiscipline, insubordination, incivility, insobriety, unauthorized absence, dishonesty, fraud or any other serious misconduct or neglect or incompetence in the discharge of your duties or breach of any stipulation in this appointment letter or company's norms and salary with incentive would be neutralized (due in company).
- IV.** The acceptance of the resignation shall be subject to completion of all exit formalities by the employees which shall also include unconditional surrendering of all the company's assets/accessories in possession of the employee.
- V.** Candidate will not be allowed to leave the company before 11 months and 28 days. Under any circumstances. On occurrence of such circumstances candidate will have to pay back all the expenses beard by the company over training and development along with other expenses. Company will also be, not liable to pay any due or pending amount to the candidate.

**7. Working Hours:**

Your working hours may vary according to the operational requirements. The Company reserves the right to amend hours of work as and when necessary to meet the requirements of the business and you hereby agree to the same.  
Employee attendance is dependent on the time sheet submitted daily to their respective supervisor.

***I have read & understood the above mentioned terms & conditions & accept the same.***

**Date: .... /...../20.....**

**Candidate Signature\_\_\_\_\_**

**8. Leave**

You will be entitled to leave as is applicable to your category of employees, as per company norm. For every leave candidate will have to take the leave grant from reporting authority before twenty five days, from the date of leave required. Else, candidate salary could be compromised accordingly. No leave in the training duration.

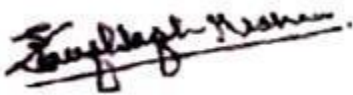
**9. Others :**

- *You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure. Expense Claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any Unsettled dues post the aforementioned period would be deducted from the salary.*
- *You will be governed by the rules, regulations and policies of the Company as applicable to your category of employees.*
- *All the benefits are as per the Company's policies, which are subject to change from time to time. Candidates will have to get themselves updated regularly.*

**10. Salary :**

- *Candidate salary and attendance will be based on daily report submitted regularly to the reporting authority.*
- *Candidate work report should also be approved by reporting authority.*

*Yours sincerely,*



**(SSAK Solution Services)**

***I have read & understood the above mentioned terms & conditions & accept the same.***

***Date: .... / ...../20.....***

***Candidate Signature***\_\_\_\_\_