



Ref: HM/OL/2022-23/20

26th December-2022

To,
Mr. Tarun Kumar
JMIT Group of Institutions

Offer Letter cum Appointment Letter

This is with reference to the recent interviews you had with us. We're delighted to extend this offer of employment for the position of **Junior Software Developer-trainee** at **Katina Skills Pvt Ltd**. Please review the summary of terms and conditions for your anticipated employment with us.

THE TERMS OF YOUR EMPLOYMENT ARE OFFERED AS FOLLOWS:

APPOINTMENT

1. The Company hereby appoints you as a **Junior Software Developer-Trainee** starting from January, 2023 onwards on completion of University examination, meeting university norms and you agree to undertake and execute such responsibilities as may be delegated to you from time to time.
2. The place of employment shall be Mohali, Punjab.
3. During the term period of this Agreement, the Company may change your above mentioned post (or position) or location based on the Company's development, operation, training or working requirements or according to your working capacities and performance, including but not limited to adjustments made to your job description or work place, promotion, work transfer at the same level, and demotion, etc., or adjustments made to your responsibilities without any change to your post (or position).

PROBATION (& TRAINING) PERIOD

1. It is understood and agreed that the first six (6) months of employment shall constitute Probation period during which period the company shall provide you **Industrial Training**.
2. Your overall performance and conduct during the probationary period shall be formally as well as discretely monitored and subject to your meeting the satisfactory level, of which the Organization shall be the sole judge, you shall be confirmed.
3. During probation period the company may, in its absolute discretion, terminate your employment, without assigning any reasons and without notice or cause
4. During the period of probation, you may leave the Organization at any time by handing over the charge to your immediate Reporting Manager. However, in such a case, no pending salary will be paid for the work already done during the probation period, as the company invests its precious time and expertise in training the employees during the probation period.

COMPENSATION



Subject to the following provisions of this Agreement, during the Employment Period, you shall be compensated for your services as follows:

DURING PROBATION PERIOD

1. You shall receive no compensation in the first three (3) months of training period
2. You shall get a stipend of upto ₹20,000/- per month from the beginning of the fourth (4th) month for the next three months i.e till the completion of training.

ON CONFIRMATION OF EMPLOYMENT

1. On completion of your training and confirmation of employment, You shall start getting an annual salary of **₹5 Lacs (CTC) or more**, payable in monthly installments.
2. The above mentioned Salary is subject to such increases from time to time, as determined by the Company or its partner companies.
3. Your Salary payments shall be subject to normal statutory deductions by the Company.
4. During the term of this Agreement, you shall be paid by means of bank transfer, cheque, or any other method convenient to the Employer, and consented to you.
5. All reasonable expenses arising out of employment and relating to official work for the company shall be reimbursed assuming that the same have been authorized prior to being incurred and with the provision of appropriate receipts.

DUTIES AND RESPONSIBILITIES

Duties assigned to you will be profiled by the Organization at the time of your joining. The same can be altered/modified at the discretion of the management. The Organization will expect you to work with a high standard of initiative, efficiency, integrity, discipline, and economy. Your appointment shall be governed by the policies of the Organization as amended from time to time.

The normal regular full-time work week shall consist of Six (6) working days, subject to organisational commitments or those of your role. The normal regular full-time work day shall consist of 9 working hours, the exact timings of which can be finalised basis your discussions with the Management.

FULL TIME EMPLOYMENT

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly in any other trade or business during your employment with the company, without permission in writing of the Management of the Company.

CONFIDENTIALITY

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the



Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise

PAST RECORDS

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

LEAVE POLICY

During probation, you will be eligible for Casual Leave (CL) for a maximum of 6 days. 1.0 day leave will be credited at the beginning of each month for the first 6 months. Upon confirmation of your services, 1.5 day Casual Leave (CL) will be credited to the your 'Leave Account' at the beginning of each calendar month. Availing/Accumulation/carry forward of leave will be governed as per the existing Company policy on the subject. Any leave taken that is unauthorized will result in a loss of pay.

TERMINATION OF EMPLOYMENT

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. *If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

MEDICAL FITNESS



1. The Management attaches considerable importance to a high level of physical fitness, personal grooming, general appearance & deportment. You will be required to ensure that you achieve and abide by the desired level of physical fitness and grooming. Your appointment will be valid subject to your being medically fit.
2. By accepting this offer you confirm that you are medically fit to effectively perform the job for which you are employed and that you do not suffer from any contagious or infectious disease or ailment that could risk the health of other employees in the Organization. At the sole discretion of the management, you may be called upon once a year to undergo such medical examination, as the management may deem necessary.
3. In the event the medical examination reveals any condition (including any physical or mental impairment) or ailment that (i) in the opinion of the management may hinder or prevents you from performing your duties effectively or (ii) could put the health of other employees at risk, the same shall be reasonable ground to discharge your services with immediate effect at the sole discretion of the management.

INTELLECTUAL PROPERTY RIGHTS

All intellectual property and related materials (the Intellectual Property”) that is developed or produced under this Agreement, will be the property of the Company. Title, copyright, intellectual property rights and distribution rights of the Intellectual Property remain exclusively with the Company.

AUTHORITY

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

GENERAL

1. As per the company’s terms and conditions, you are not allowed to discuss/disclose your salary with any other staff members.
2. You are obliged to participate in official events seminars, workshops, training sessions, and all.
3. You must have no objections to the company using your videos or images for business promotion even after you leave the company.
4. At the end of the day submit daily work report to the management.
5. Be professional and create a positive work environment towards clients, colleagues
6. You are requested to submit the following documents which has to be self-attested and clear copies as part of the Joining Formalities:
 - a. Educational mark sheets and certificates;
 - b. PAN Card copy;
 - c. Address proof;



- d. Aadhaar Card Copy;
- e. Bank account details or Cancelled Cheque
- f. Cancel Cheque.
- g. Last three (3) months salary slip if you have

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

(Employee)

NAME _____

DATE _____

PLACE _____

KATINA SKILLS PVT. LTD.

Auth. Signatory

REPRESENTED BY: HR Department

DESIGNATION: HR Manager