Mr. kolluru Naresh,

S/o Narasimharao K,

D.No- 1-35B,

Gollamudi,

Nandigama mandal ,

Krishna district , Dt : 20-06-2014

Andhra Pradesh-521185 Visakhapatnam

. **Offer Letter**

Dear Kolluru Naresh,

With reference to your application and the subsequent interview that you had with us on **16th June 2014** for employment in our company, we are pleased to appoint you as **“HTML Front end Developer”** on following terms and conditions.

**Date of Joining:**

This appointment letter is valid for your joining will be **01st July 2014**. In case of your not complying this, the appointment would be treated as cancelled.

**Medical Fitness:**

The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner authorized by the Company. Further, your fitness for the job is subject to periodical medical examinations by the company.

**Certificate / Testimonials:**

The appointment is further subject to your providing documented proofs about details mentioned in the Application form by you and information provided by you during interviews with the management. This includes;

* Certificates of educational qualifications and any other professional qualifications.
* Certificates from the previous employee(s) regarding position held, emoluments earned general conduct during employment, reason and date of leaving the previous employer / organization.

**Probation period:**

The period of first six months from your joining duty will be considered as Probation period. During this period you are required to get yourself acquainted to the job. At the end of this period your performance will be reviewed. Satisfactory performance may lead to confirmation of your services with the company and unsatisfactory performance can lead to extension of probation period for another three months or cessation of your employment. This will be at sole discretion of the management. Your probation period would be considered to be extended if you are intimated in writing about confirmation of your services.

**Remuneration:**

Your annual Remuneration will be as described below:

|  |  |
| --- | --- |
| **BASIC** | **1,36,680.00** |
| **HRA** | **61,872.00** |
| **ALLOWANCE** | **2,494.00** |
| **CCA** | **23,056.00** |
| **MEDICAL** | **24,936.00** |
| **CONVEYANCE** | **14,962.00** |
| **TOTAL** | **2,40,000.00** |

**Working Hours and Weekly Off:**

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be compiled all the time. Such schedules are subject to changes and modifications depending upon exigency of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.

**Leave:**

You will be entitled to a number of working days for a calendar year comprising of 12 casual Leaves. This distribution and entitlement is subjected to change. Entitlement and utilization of earned Leave will be governed by the Factories Act. Entitlement of Leave is not the right to leave. Advance approval / sanction of superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave.

**Transfer:**

Your employment is liable from one department to another or from one unit / office / plant / site / location of the company whether existing or which may come in existence in future anywhere across the country.

On all such transfers, the conditions of services and rules and regulations applicable at the place of transfer will be application to you.

**Secrecy:**

A complete secrecy will have to be observed by you on all company matters including Security arrangements, Technical know-how, and Financial and Administration matters. And shall not divulge or be responsible for divulging any secret of the company to any person(s) during your employment and afterwards. Any breach of this condition on your part shall be enough to terminate your services from the company with immediate effect.

**Safe up-keeping of company’s property:**

Safe up-keeping and return in good conditions and order of all the company’s property such as tools, equipments, instruments, uniform, literature etc. in your use / custody / care / charge will have to be observed by you. Accountability of any such goods or literatures etc., provided to you for official purpose will be yours. On completion of work or assignment or at the terminate or cessation of employment, you will return all such properties allotted to you to your reporting authority with record.

**Termination:**

Your employment with the company can be terminated by the management with immediate effect without assigning any reason whatsoever during the training or probationary period of your services. Any breach of trust on your part will be liable for termination of your services with 30 days’ notice period. After confirmation, your services can be terminated by notice pay in lieu of notice period.

You will adhere to the rules and policies of the company existing or all those which may come into force in future. Extend cooperation to your colleagues in the execution of jobs and follow the instructions given by your superiors. A detail of other conditions will be provided at the time of confirmation. In the event of any situation not specified in the above terms and conditions, the management’s decision will be bound to you.

We welcome you to the company and look forward to your participation in making the activities of the company an outstanding success.

You are requested to treat this appointment letter as a confidential document. Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned above.

**For CYLUS CREATORS SOFTWARE SOLUTIONS .**

**Authorized Manager**

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**Accepted: Date:**