



Ref. No: SOUL/HR/369/2023

Date: 28.12.2023

To,

Mr. Ujjawal Tiwari

Address: Plot No. – 63/6, Labour Colony, Chak Imam Ali, Naini, Naini, Allahabad, Uttar Pradesh - 211008

Mobile No.: 6307328282

Email Id: ujjawaltiwari9999@gmail.com

APPOINTMENT-CUM-OFFER LETTER

Dear Ujjawal,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Software Trainee** in our organisation under the following terms:

1. You will draw a salary of Rs. [REDACTED] only) per month.
2. You will report to the **Director & Solution Architect**, SOUL.
3. Your initial place of posting will be **Bhubaneswar**; however, you may be transferred to any other office or affiliate or subsidiary of SOUL in India or overseas. If required, you may be asked to carry out work outside your base location including Client location from time to time.
4. No travelling or other reimbursement will be paid for your joining at SOUL.
5. Your performance will be reviewed after annually, documented and constructive feedback will be provided to you so as to enable you to develop professionally and contribute meaningfully to the growth of the Company.
6. You will be governed by the prevailing broad terms and conditions of service, which may be changed by the management from time to time at its sole discretion.
7. You will be expected to conduct yourself, at all times, in totally professional manner, as befits an employee of a world-class organization. In the event of unprofessional conduct on your part, you may be subject to disciplinary actions, including dismissal from service. You will be provided the opportunity to be heard and present any facts that may mitigate such disciplinary action.
8. You will not undertake any other work, whether remunerated or not, including private practice, consulting, training, publishing articles etc. without obtaining prior permission from the management.
9. You will retire from services of the Company on attaining the age of 60 years. As per our records, your date of birth is **19-06-2003**. The Company will not accept any changes in this regard in future.
10. Under no circumstances may you:
 - a. Violate client confidentiality, except where required by appropriate authorities acting in accordance with the law;

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- b. Utilize confidential client information obtained during the course of performing your duties for personal gain or pass on the information to others for their gain;
 - c. Violate third party intellectual property rights, including using SOUL's software for personal purposes or using unlicensed software on SOUL's computers;
 - d. Distribute SOUL's proprietary materials, working papers, software or knowhow to unauthorized third parties;
 - e. Sign official correspondence or reports using SOUL's name without proper permission from an Authorized Signatory of SOUL.
11. During continuance of your employment or thereafter, you will keep all such secrets or confidential information of any description, acquired by you while in SOUL's services, concerning the business affairs of SOUL or any of its clients or associates or branches, and will not divulge them to any person, firm or company, whomsoever other than the authorized representatives of SOUL.
12. On discontinuation of your employment or dismissal, you will return to SOUL, all papers and documents and all other property pertaining to SOUL or its affairs or its clients or any of its associates or branches, which may be in your possession and will not retain any copy or extract there from.
13. You shall notify about any change in your residential address in writing to HR, SOUL.
14. You will be on probation for a period of **one year**. During probation period your appointment may be terminated without any notice.
15. You may leave the company with prior notice of **two months**. After completion of probation, the management can terminate your service by issuing **two months' notice** or **payment of two months' salary** in lieu thereof without assigning any reasons whatsoever.
16. You will be entitled to leaves as per Company policy.
17. At the time of joining, you are required to submit the following documents for record and bring originals for verification:
 - Aadhaar Card, PAN Card
 - Passport / Voter Card (If available)
 - Birth Certificate
 - Certificates and mark sheets supporting academic credentials (10th, 12th, bachelor's degree, Master Degree, ITI / Diploma / PG Diploma)
 - Police Verification Certificate
 - Physical Fitness Certificate from a registered medical practitioner
 - Two recent passport size colour photographs
18. Your appointment is subject to successful completion the academic course required for the offered position.



19. In case of any dispute arising in terms of your appointment, the matter shall be dealt with as per jurisdiction of Bhubaneswar courts only.

If the above terms are acceptable to you, you are requested to sign and return a copy of this letter as a token of your acceptance of the same and report to the **HR, SOUL** for joining on **15th January 2024** failing which this offer would stand withdrawn unless a new joining date is mutually agreed in writing.

We welcome you to the SOUL family and look forward to a long and fruitful association.

With Best Regards,

Yours Sincerely,

For **Sustainable Outreach and Universal Leadership Limited**,


Chairperson cum Managing Director

DECLARATION

I have carefully read and understood this letter of appointment, including the terms mentioned herein and unconditionally accept the same. I agree to be bound by the rules and regulations of SOUL Limited as amended from time to time.

Date:

Place:

(Ujjawal Tiwari)