

Synnefo Solutions : Offer Letter

Date: 06 August 2024

Vysakh E
Ernakulam

Mr. Vysakh E,

Further to the Technical and personal interview, we are pleased to offer you an appointment in our organization as a **Python Developer cum Trainer** subject to the following terms and conditions. You might be asked to work with other clients whom we support or depute in the client's place when the requirement is needed:

Duty Start point:

The regular working hours for all employees will be 9.00 a.m. to 6.00 p.m. on working days (Monday to Saturday). When you are mentoring students, work schedules may change based on the batch arrangements (You will be informed before making the changes in effect). All employees shall start the duty every day at the office and will thereafter go to handle their assigned works as per instructions received from the office until otherwise explicitly specified. In case of deputation in the client's place, you will follow the work timings as per the client's timings.

Salary:

You shall be on probation for 2 (two) months which could be extended to 6 months if necessary. You will undergo training for a period of minimum of 1 month which may extend based on your performance. You will be paid a net salary of Rs.10,000/- (Rs. Ten

Thousand only) for two months and after two months you will be paid a Net salary of Rs.12,000/- (Rs.Twelve Thousand only) per month. Your salary will be revised annually as per the company policies based on the performance. You will be governed at all times by the policies, procedures, and guidelines of the company relating to salary, allowances, benefits, and perquisites if any. Further, the Management may modify or change allowances, benefits and perquisites from time to time, in accordance with its policies.

Required Documents:

In addition to your performance during the probation period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the company. Copies of the following documents (originals for checking) need to be provided at the date of your joining.

- 1. Graduation Mark Sheet(s) and final Graduation Degree Certificate (1 copy each).**
- 2. Diploma Certificate (if applicable).**
- 3. Original Graduation Degree / Diploma Certificate**
- 4. Relieving Letter and Experience Letter originals (in case you were already employed).**
- 5. Passport and Aadhar Card (1 copy each).**
- 6. Last 3 months salary statement (if applicable)**
- 7. 2 Passport size photos.**

Your confirmation with the Company may be withheld in case of failure to submit the aforementioned documents.

Responsibilities:

All employees will be required to work such hours as are necessary to fulfill the scope of their position. The employee must be willing to work on-site for any of the company's clients to which the management may depute them or support on-call requests during the tenure. During the probation period, thirty (30) days written notice is required from either party to terminate employment. Subsequent to the probation period, the candidates will be absorbed by the company based on the assessment made during the probation period. Post-probation period, 30 days written notice is required from the employee to terminate

employment. The company reserves the right to pay or recover salary in lieu of notice period.

Further, the company may at its discretion relieve any employee from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period in the event of your committing wilful breach of Company rules and regulations and is not bound to give any reason thereof.

No Simultaneous Employment:

While employed with this company, you will not in any circumstances be permitted to work for any other firm or person, either whole or part-time, or in any way be associated with any firm or person as advisor or partner, whether paid or not, for your services, without prior written permission from the company.

Leave:

During training / probation the employees will not be entitled for any special leave other than the stipulated List of Holidays. On completion of probation, employees will be eligible for total 24 (14 casual leave and 10 sick leave) leave in a year. All leaves must be approved by the management in advance, failing which the absence will be treated as loss of pay. However, in case of any emergency, the employee (or their kith) is liable to inform the Management about the absence from duty on the very same day the employee absents his/her self-stating the reason and the duration for which they will be absent. If any employee absents themselves without permission for 2 consecutive days or overstay leave sanctioned (i.e., beyond the number of days applied for and without approval for further extension of leave) they shall be deemed to have voluntarily left the service of the company and appropriate action will be initiated by the management. In case of Sick Leave or earned leave, leave for more than 7 consecutive days will not be permitted unless in case of emergencies. Unused leaves will be compensated every 3 months. If the employee (with less than 1 year working in this organization) takes more than 2 days leave in a month, or if the employee (with 1 – 3 years working in this organization) takes more than 3 days leave in a month, it will be LOP.

Confidentiality:

Confidential Information and/or knowledge which come into the possession of the employee during the course of work (Internal or client related) will be of a unique, and proprietary in nature. All Employees are expected not to disclose, disseminate, distribute or release any confidential information without the prior consent of the management. In case of any breach, the management shall be entitled to seek immediate injunctive relief.

Other Work:

All employees' positions will be a whole time employment with the company and shall devote themselves exclusively to the business of the company. All employees will not take up any other work for remuneration or work in advisory capacity or be directly or indirectly in any other trade or business during their employment with the company without prior permission in writing from the Management.

Past Record:

If any declaration given or furnished by the employee to the company proves to be false or if they are found to have wilfully suppressed any material information in such a case, they will be liable to removal from service without any notice or salary in lieu of notice.

Notice Period for Resignation:

In case the employee is resigning from the services of the company, an advance notice of one month will have to be given. The date of notice period will be counted from the date of receipt of resignation letter by the management. No notice of resignation will be effective if it is given during the leave period and any employee who has tendered their resignation letter will not be entitled to proceed on leave during the notice period.

On Separation:

On acceptance of the separation notice, you will immediately return to the company, before being relieved, all correspondence, systems, books/data, documents, literature or

effects, etc. belonging to the company and in the employee's possession. No copies of such items must be made or retained by the employee on separation.

Change of Address:

All employees should furnish to the management, the correct current residential address while in employment. Any change in the address should be intimated forthwith. Even when on leave, the employee should not leave the station without intimating the management your contact details during the leave period. Please sign the duplicate copy of this letter and return it to us as a token of your acceptance. We look forward to a long and mutually rewarding association with you as a member of the team.

Yours sincerely,

For **SYNNEFO SOLUTIONS**,

Rehna V R

HR Manager

The above-mentioned terms and conditions are acceptable to me.

Signature:

Name: Vysakh E

Date of Joining: 7 August 2024

Date of Acceptance: