**Employment Offer Letter**

**To,**

**Mrs Vimlesh Vishwakarma**

We are pleased to offer you with **Venturing Digitally**, at Bhopal Branch as **Project Manager.**

This letter describes the basic terms of the offer subjected to mutual agreement on the terms stated below.

This offer stands contingent to a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company. The Company reserves all rights to cancel this offer letter if any relevant information provided by you is found false or misrepresenting.

# Commencement of Employment:

You shall report for work at the Company’s office by 02th August 2023. In Case you failed to join the Company by the scheduled date, you would be breaching the employment terms with the company and your offer shall stand withdrawn/ terminated.

# Probation Period & Contract:

1. You will be on a probation period for 6 months. During Probation, you or the company can terminate your employment by giving 30 days advance notice in writing. Upon successfully completing the Probation period, your employment will become of a permanent status after informing you by higher authorities, also salary increment depends on performance.
2. There will be a contract of Two Year with the Company, which means that you will have to serve with the Company for at least for two year. Before that period, you cannot leave the organization. If you leave the Company without notice, you need to pay back last 2 months salary for the same, also you need to inform company 1 month before leaving job and need to serve notice period of 2 months.

d. If required, you may have to report at office, as and when the need arises.

# Confidentiality:

1. As part of your Employment, you will acquire and develop confidential and proprietary information considering the Company and its dealings and method of dealings with their customers (and their clients or end users) and employees and you also will develop relationships of special trust and confidence with the company’s customers (and their client and end users) and employees (collectively “Confidential Matter”). You agree that such confidential matter is for the Company’s exclusive benefit and that, both during your employment and at all times and thereafter, you will not directly or indirectly use or disclose any confidential matter except for the sole benefit and with the consent of the company. Upon the conclusion of your employment, you will promptly return all documents and information (including Computer generated or stored matters) concerning the Company or its customers and employees.
2. You also agree that details of your employment terms are strictly confidential between you and the Company. You agree not to disclose the details (inclusive of but not limited to salary, resignation, notice period and last day of work with us) should you fail to comply, you agree to pay damages equivalent to two months of your salary to the Company.
3. You further agree that your resume would not be floated /listed on job portals based in India or elsewhere, without prior written permission of the management. Should you fail to comply, the company reserves the right to terminate your employment and can take the legal actions against you.
4. All the project in which you are working must be company/client property and should be handover and submitted and cannot be disclosed outside if found so then legal action will be taken from company/client and Regularly upload all code on company server or other means handover company property.

# Assignment of Intellectual Property:

During your tenure with the Company you shall not disclose and assign to the Company as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to Company's business or that results from work that you perform for Company.

For the purpose of this clause, intellectual property rights will mean rights arising out of, but not limited to, rights arising out of patents, design registrations, trademarks and copyrights. You undertake to execute all documents and do all such acts at the request of the Company that may be required to give effect to this provision.

# Conflict of Interests:

You are required to engage yourself exclusively in the work assigned by the Company and shall not take up any independent or individual assignments (whether the same is part time or fulltime, in an advisory capacity or otherwise) directly or indirectly. Failure to do so may result in termination of your services without notice, with immediate effect.

Furthermore, please note that if you are engaged in a project, you will not be able to resign from your position during the project's duration without prior approval from the management.

# Terms and conditions:

1. If the Company terminates your employment, you will get one (1) month advance written notice or
2. If you resign from employment with the Company, you must provide one (1) month advance written notice to the Company’s Head Branch (Bhopal) or salary in lieu of such notice period. However, if you are held guilty of any offence involving moral turpitude, your employment shall stand terminated for cause without notice. All the decisions and rules will be applicable according to the direction of main branch Bhopal.
3. Furthermore, please note that if you are engaged in a project, you will not be able to resign from your position during the project's duration without prior approval from the management.
4. If urgent leave then mail before office timing or inform your senior/company, If planned leave for one or two day then inform company before 2 day or if need four to five day leave then need to inform one/two week before. If you are absent for a continuous period of more than 7 working days without the permission of your reporting Head Branch, your services may stand terminated for cause immediately without any notice.

If either (A) the Company terminates your employment, or (B) you resign from employment with the Company during the Probationary Period, either party, must provide seven (7) days advance written notice to the other party or Basic as stated in schedule 1 in lieu of such notice period.

1. Need to complete project which is assigned to you before resignation and inform 1/2 month before resignation.
2. No resignation will be accepted in probation period or bond period, if so then need to pay 12 month salary or pay two lac rupees.

# Increment and Work Profile & Timing

* 1. As per policy your salary will be increased after probation period that increment will depends upon your performance and attendance and on time project delivery etc.
  2. After first increment your next increment will be after one year or may be before which also depends upon your performance in your project and rest office policy.
  3. Office timing will be 10 AM to 07 PM Monday to Saturday
  4. Your Job profile will be increase after every increment

# Documents Required:

You are requested to send one scan copy of all documents mentioned below. Also send the self-attested hard copies of the documents.

* 10th Mark sheet & Certificate
* 12th Mark sheet & Certificate
* Graduation Mark sheet & Certificate
* Experience Letter from all Previous Companies
* Appointment letter of Current Company’s
* Last 3 month’s salary slips from Current Company
* Resignation Acceptance/ Relieving Letter / Property submission letter from Current Company
* Address Proof (Driving license, Passport, Voter Card, Aadhaar Card, etc.)
* PAN Card
* 2 coloured passport size photographs

# Entire Agreement:

This Agreement represents the entire agreement of the parties and its supersedes all prior statements, discussions and understandings. During your employment with the company, you shall be subject to all rules and regulations, as are made by the company from time to time. This offer stands confirmed subject to positive reference/background check, and may be changed according to time this is not permanent offer letter you will get new after joining.

*Breach of any of the conditions of this offer letter would be constituted as violation of your terms of the employment with the Company and the Company has all rights to take suitable actions including legal remedies.*

*If the terms stated above are accepted by you, please return a copy of this document signed on each page.* If you have any queries or need any assistance regarding you are joining, please contact HR Department (Bhopal) at [*hr@venturingdigitally.com.*](mailto:hr@venturingdigitally.com)

***The Company looks forward to a long and rewarding relationship with you. Your salary structure is mentioned below.***

|  |  |  |
| --- | --- | --- |
| **Salary Details Heads** | **Amount/ Month** | **Amount/ Year** |
| Basic | 10,000 /- | 1,20,000 /- |
| Medical Allowance | 1,500 /- | 18,000 /- |
| House Rent  Allowances | 2,500 /- | 30,000 /- |
| Travel Allowances | 1,000 /- | 12,000 /- |
| **TOTAL** | **15,000**/- | **1,80,000/-** |

Regards Nikhil Sharma

**Founder & CEO**

**Venturing Digitally Pvt. Ltd**

**\*\*This document id system generated and can’t be effective without company seal/signature\*\***