



AIKA IT HOST

TO,

NAME: ANUP JANA

ADDRESS: S/O.- LATE ASHUTOSH JANA, Vill. + P.O.- Geondab, P.S.- Bhabanipur, Dist.- Purba Medinipur,
WESTBENGAL- 721657

CONTACT NUMBER: 8250840364

EMAIL: anupjana36@gmail.com

SUB : OFFER LETTER

Dear Candidate,

With reference to your application subsequent interview you had within our office, we are pleased to offer you the employment under the terms and conditions mentioned below:

1. Name : Anup Jana
2. Designation : Web + App Developer
3. Gross Salary : 17000/- (per month)
4. Joining Date : 25/01/2022
5. Salary and Benefit

Salary and benefits are detailed in Annexure attached herewith. Your Salary is 17000 (per month) subject to deduction of Tax at source

Breakup of Total Compensation Package	Per month
BASIC	7700/-
Performance Allowance	4500/-
Satisfactory Allowance	3000/-
Medical Allowance	1800/-
Travelling Allowance
Total Cost	17000/-

Note: 1.50% will deduct from your salary as P.Tax

6. Place of Work :

Your initial employment location will be at Pan India. If needed you may transferred any location as per company need.



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7. Date of Joining

You are required to come on 25th January, 2022... Date of Joining, following which this offer stands withdrawn.

8. Acceptance

Please sign and return the duplicate copy of the letter and annexure as a token of your acceptance of the terms and conditions mentioned herein. The candidate must have to return his / her offer letter to our company in case if he / she will get his / her offer letter from any of our client company. Our company will not be responsible if any candidate will resign from his / her work. There will not be any emolument in the internship. However you have to achieve a minimum target number of projects under your responsibility as given by the management to justify your salary every month. Any discrepancy under your responsibility we retain the right to re-verify your letter of intent. Our company can shift employees in any project as per company norms. If any employee will return from his/her assigned project for any reason company will not take any responsibility for him/her.

- The Employee has to possess motivation energy, dynamism and attribute for the work.

If you fail to indicate your acceptance within a week from the date of letter, this offer of employment will be cancelled.

Yours faithfully

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(25/01/2022)

Operation Manager

I accept the appointment on the terms and conditions contained herein and will report for duty on

Signature:

Date:

Name:



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Terms & Conditions For Web + App Developer

- **Hours Of Work:**

As a full -time employee you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement. This is a full time position requiring approximately 48 hours per week. Your regular weekly schedule will be Monday to Saturday from 9:30 a.m. to 6:30 p.m.

- **Confidentiality and Intellectual Property:**

You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

- **Probationary Period:**

Your employment is subject to the satisfactory completion of a probation period of 90 days. The probationary period is designed to grant the Employer time to assess whether you are able to fulfill your role with the Employer. During the tenure either party will be free to terminate this employment/training without assigning any reasons.

- **Termination:**

The company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the company. In your training period if you do not follow the company rules and regulations and do any kind of misconduct then company reserves the right to terminate you without showing any reason.

- **Employment Relationship:**

Employment with the Company is for no specific period of time. Your employment with the Company will be "at will," meaning that the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company's personnel policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company (other than you).



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- **Guidelines:**

- (A) Monthly target will be 4 to 6 Projects.
- (B) Working time will be increase in case of urgent project delivery (According to Senior).
- (C) You can take yearly 7 sick leave and 14 casual leave as per company rule, 1 leave and one half day allow in month.
- (D) Software installation on client site.

- **Conflict of Interest Policy:**

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company (e.g. freelance coding work for our competitor.) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

- After completion of your training period we conduct an exam. You must have to cleared this exam to come under company payroll. If you failed then company only provide you training certificate not any further confirmation of employment. (This is only applicable for fresher not for experienced)
- In your 45 days training period if you absent one day then your training period will not be extended and that days class will not be repeated.(This is only applicable for fresher not for experienced).
- You must have to follow our company HR Policy. In your salaried period if you absent one day from office without any before official information then company will deduct your 4 days salary as per our HR Policy.
- You shall devote your whole time attention and best skill, ability, technical expert knowledge and care to the working of the company and diligent, regularly, punctually and faithfully perform such duties as may be assigned to you from time to time
- You shall be bound to keep secret all confidential such as information, documents, plats drawings, correspondence and shall be not divulge or disclose to anyone information whatever conformance the company's product.
- You shall be bound to observe the rules and regulation and discipline of the company and or their similar instructions in force time to time, at the entire satisfaction of your seniors.
- Time Company has rights and shall be at liberty to utilize your service from time to time in any department or section and you shall discharge honestly and whole-hardly all such duties as may be in trusted to you in co-operation with other member of staff under the supervision and to the satisfaction of the assigned.



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- During the employment, if you shall be guilty of any misconduct, whatever including any act of in discipline, disobedience, insubordination incivility, irregularity of attendance, neglect of duty being incapacitated by illness, or otherwise the company at his sole discretion to determine the action upon you.
- During the course of employment with us you will not engage/and or concern with any business or profession other than that of the company and also will not work for any other firm / concern honorary or with remuneration without getting prior permission from the company.
- After joining for above cited post you will be given job/duties list and area of the work where you have to perform under the rules and regulation stipulated time to time by the company.
- This appointment letter is issued on the information furnished by you in the application form and if any such information is found to be false, it will be entitled the company to terminate your services at any time giving you notice for reason.
- You cannot do resign from your duty until the allotted project to you is not completed. After completion of project and after submitting the project to the company you can resign from your duty. If you resign at your own and do not serve 30 days notice period then we will release your pending salary after 45 working days and that time only basic salary will be released not full salary.
- In the middle of your project if you leave our company then how much loss company has to bear for you, that much penalty will put on you and if you deny the company will take legal action against you.
- If you do resign before six months from the date of your joining from your post then you have to serve a notice period of minimum 30 days without salary then only company will release you from your duty. If company does not accept your resignation as you leave the company at your own without any prior reason then you cannot serve the notice period and cannot leave the company.
- We will provide you Git Hub repo. There you have to push the code of your everyday work and for this your GIT HUB id should be must. Every day you have to send your working code in zip file as a report to the authorized mail I'D. If we do not receive report within night 12 a.m. we will count you as absent for that day. If you will send your yesterday's code next day then we will not allow it.

N.B: I hereby declare I have gone through all the terms & condition and understood the following rules. I am ready to accept all the rules and regulation. I pledge to be dedicated and devoted towards my work and provide a fruitful result for the company.

Name: -

Signature.....

Date:-