



Center for National Integration and Coordination

Ref.# DCIT / HR-Admin/09/Aug-20/jsp-8....., 2017

Date: 03 August,2024

To

Mrs/Mr **CYINTHIA AFRINE**

Subject: **Appointment as an IT Executive**

Dhaka CentreNIC IT Ltd. is pleased to appoint you as an **Information Technology** as per following terms and conditions:

1. Your Gross salary will be Tk.7,000.....
2. Your salary will be given to your own Bank Account when you meet your 80% achievement you're Target.
3. You will get 5% Commission of your own 80% achieved Target.
4. **You have to fulfill your monthly target that you will be given by Head office of Dhaka CenterNICIT Ltd.**
5. **You must have to fulfill your target at least 80% to get salary and other benefits. In case of your failure you will get chance for the next month but the 3rd month will be your final and last chance.**
6. You will get the real travel allowance.
7. Your provisional period will be 3 (Three) months subject to extension for another 2 (Two) months depending on your performance. After successful completion of probation, your service will be regularized subject to achieve the target given to you by the Management. During the probation period, any leave and absent will be deducted from your salary.
8. You will get all increment and bonus as per company rules.
9. Your date of joining is on or before 03rd August, 2024 .
10. In addition to your assigned activities as per job descriptions, the company may assign you from time to time with such other relevant duties and function as may be deemed necessary.
11. You shall be bound by all current and also future incorporated rules and regulations of the company properly.
12. While you are an employee of Dhaka CentreNIC IT, you cannot do any personal business related to IT.
13. In case you wish to leave the job, you have to give written notice of resignation at least 1 (One) month ahead of your desired date of leaving the position. If the authority wishes to end the contract with you it will serve you a notice in the similar way.
14. Your appointment will be effective from 03rd August, 2024.

If the above terms and conditions are acceptable to you, please sign with date in both of the copies of the letter, retain one copy for your record and return the other copy to us.

Dhaka CenterNICIT Ltd.

House # 34, Road # Shonargaon Janapath Road,
Sector # 11, Uttara, Dhaka-1230, Bangladesh.

Web: www.dcitltd.org **Email:** info@dcitltd.org

Phone: + 88-0248955108, **Mobile:** 01711893015

Corporate Office

Sheikh Hasina Software Technology Park

Office 10/A (10th Floor) Jessore.

Phone: 01777738798, 01777738771


Tel: + 88-0248955108



Center for National Integration and Coordination

Sincerely Yours

I accept this contract under the above terms and conditions


.....
Md. Anwar Hossain
Manager

Name:

Signature:

Dhaka Centre **NIC** IT

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