

**Job Offer Letter**

**27th August, 2025**

**Ashish Kharra.**

**S/O Ram Dayal.**

**Riico Ind. Area, Sitapura,**

**The- Sanganer, Ramchandra**

**Pura. Jaipur Rajasthan. 302022**

### STRICTLY PRIVATE & CONFIDENTIAL

Dear Ashish,

We are pleased to inform you that you have been appointed as **Node.js Developer** in **IT** department in **Waplia Digital Solutions** on 27th Aug, 2025.

You will devote the whole of your time and attention to the business of the Company and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Company in all matters and will observe the utmost good faith towards the Company and keep secret all information, which you may obtain with regard to the business and affairs of the Company.

### Department : IT

1. **Designation : Node.js Developer**

### Date of Joining : 27h-Aug-2025

1. **Location of Joining : Jaipur (Malviya Nagar)**
2. **Salary per month : Rs. 22000/-**

**Terms and Conditions of Employment**

### Working Hours/Days

### Office timing is 09:30 a.m.to 06:30 p.m. from Monday to Friday, First & third Saturdays are off till now but the rest two are working. You won’t be allowed to come late from 09:45a.m. Otherwise half day will be marked.

### Submission of documents

You are required to submit Photocopies of the following documents on the date of joining of the company. In case of discrepancy found in the documents/details furnished, the company reserves the right to revoke the offer letter/terminate your employment without any prior notice or notice period.



|  |  |
| --- | --- |
| **SI.NO.** | **Document** |
| 1 | 10th Standard marksheet |
| 2 | 12th Standard marksheet |
| 3 | Marksheet for all the years of Graduation, Post Graduation, Diploma, Degree  certificate. |
| 4 | Relieving letter from all organizations worked |
| 5 | Passport size photographs-2 |
| 6 | Professional Qualification Certificate |
| 7 | PAN Card |
| 8 | Aadhaar Card |

### Background Verification

The company may, in its sole discretion conduct background checks, prior to or after your date of joining the Company, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you. The details of your prior work experience (if any) and criminal checks. You expressly consent to, the Company conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as ‘Submission of Documents’ in this Offer Letter and the Company reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Company.

If the Company is not satisfied with the outcome of the background check, attributable to, false information or misstatement or misrepresentation or omission of facts in the details provided by you, the Company reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

1. **Secrecy**

Access to data/ information, know-how of **Waplia** Digital Solutions as well as access to data/ information related to the **WAPLIA’s** business strategy, plan, expansion plans, **WAPLIA’s** customers/ suppliers, **WAPLIA’s** management practices etc. imposes certain responsibilities and obligations to use it in an acceptable manner and protect the same from reaching unauthorized personnel and competitors. To implement the same, the following rules shall apply:

1. You shall not give out to any one by word of mouth or otherwise particulars of administrative and/or organizational matter of a confidential and secret nature which it may be your personal privilege to know by virtue of your being our employee during the period of employment with us.
2. You will not divulge to any unauthorized person, nor use for any purpose other than the company’s work during the period of employment with us any information concerning the company’s (or its associates) operations, plans, know-how etc. that you may come to know as an employee of the company.



### Holidays and Leaves

### Absence for a continuous period of ten days without prior approval of your superior (including overstaying on leave/training) will result in losing your lien on service. The same shall automatically come to an end without any notice or intimation.

### You will be eligible for the company’s leave rules during the time of training.

### Short leave can be taken only twice a month. Employees may leave the office at 5:30 p.m. in the evening. No one will be allowed to leave before this time, otherwise half day will be marked.

### A list of holidays will be notified at the beginning of the year for each establishment and will be subject to adjustment for any local/compulsory (National or Festival) holidays as may be required under any statutory provision.

### Leave should be applied via email and approved via email. No excuses will be entertained in this case. Holidays on special occasions will be intimated officially via email by HR.

### Medical Fitness

The appointment and its continuance are subject to your being found and remaining medically (physically and mentally) fit.

**7. Probation Period**

* You will be on probation for a period of two months from the date of joining duty. **Your case will be considered for confirmation after satisfactory completion of your probation period.**
* You will be deemed to be on probation until you are confirmed. During the probation period, your services may be terminated without stating any reason and without giving any notice from either side. The period of probation can be extended at the discretion of the Management.
* Once confirmed, your position will be full-time employment with the company, and you shall devote yourself exclusively to the business and interests of the company.
* A confirmation letter will be provided after the completion of the probation period and will be confirmed by the Management.

**8. Notice Period**

* As an employee of the company, you will be required to give notice of 60 calendar days. Please note that acceptance of payment in lieu of notice period and the issuance of the relieving order are at the company’s sole discretion.
* Similarly, the company can terminate your services by giving 30 calendar days’ notice or without giving any notice also, or else salary will be put to hold in certain exceptional or intolerable circumstances, will be decide by the management of the company.
* In the event of a violation of the Code of Conduct and the Disciplinary Policy, the company may terminate your services by giving up to 30 calendar days’ notice or withholding of due or pending salary thereof.
* ‘Salary’ for the purposes of this section will include basic and dearness allowance.

**(Note: - If management feels that you are not completing every term & condition towards your work or your work is not up to the mark then you could have been laid off with or without giving prior notice of 15 days.**



9. **Personal Taxation**

Your salary and the perquisites are subject to income tax as per Indian Tax Laws, and all personal taxation will be deducted at source as per the applicable laws from time to time. The company does not accept any responsibility for its accuracy.

**10. Privacy Policy**

* Access to data/information, know-how of Waplia (Waplia Digital Solutions), WAPLIA’s collaborators, and associates, as well as access to data/information related to WAPLIA’s business strategy, plans, expansion plans, customers/suppliers, management practices, etc., imposes certain responsibilities and obligations to use it in an acceptable manner.
* You shall not disclose to anyone, by word of mouth or otherwise, particulars of administrative and/or organizational matters of a confidential and secret nature which it may be your personal privilege to know by virtue of your being our employee during the period of employment with us.
* You will not divulge to any unauthorized person, nor use for any purpose other than the company’s work during the period of employment and post-employment with WAPLIA Digital Solutions any information concerning the company’s (or its associates) operations, plans, know-how, etc., that you may come to know as an employee of the company.

**11. Underperformance**

If you are found to be underperforming continuously for two months, the company reserves the right to terminate your services with prior notice or warning.

**12. Termination of Employment**

* 1. This appointment is terminable by either the company or yourself after giving one month's notice without assigning any reason on either side.
  2. The adjustment of salary towards the notice period on either side will be at the sole discretion of the management.
  3. You will need to hand over all company data, company phone numbers, and all devices such as mobile phones before you are relieved from employment. Failure to hand over company assets will attract legal actions.
  4. Should you cease to be an employee of the company for whatever reason, you shall not engage or associate yourself in any manner, directly or indirectly, in any capacity for a period of 60 months with any company/firm or body of persons/marketing agents/consultants who may be associated with WAPLIA or competitors of WAPLIA.
  5. You undertake not to carry on, either alone or in partnership, competitive lines of business handled vis-à-vis WAPLIA, WAPLIA’s Collaborators, and Associates. Should you violate the above-mentioned clauses, it may cause considerable damage to the company’s operations, by way of transfer of company data/information, besides data/information related to the company’s business strategy, plan, expansion plan, customers, suppliers, and management practices. You agree to pay liquidated damages in such cases.

**13. Acts of Misconduct**

**Major Misconduct:** The following acts and omissions shall be treated as acts of major misconduct, punishable by summary dismissal:



* Willful insubordination or disobedience, whether alone or in company with others, to any lawful and reasonable

order of a superior.

* Threats and loud voices towards seniors and misbehavior with them.
* Theft, fraud, or dishonesty in connection with the employer’s business or property and divulging company secrets.
* Misappropriation of the company’s property or finances will be deducted from your salary accordingly.
* Willful damage to or loss of the employer’s goods or property.
* Taking or giving bribes or any illegal gratification.
* Habitual absence without leave or absence without informing for more than 8 days.
* Habitual late attendance and procedural lapses.
* Habitual breach of any law applicable to the establishment.
* Riotous or disorderly behavior during working hours or in connection with the company.
* Habitual negligence or neglect of work.
* Striking work or inciting others to strike work in contravention of any law or rule.
* Taking on another assignment/employment while in the service of the company.

**Minor Misconduct:** The following constitute acts of minor misconduct, which may result in a warning/censure/suspension/fine, subject to the Payment of Wages Act:

* Temporary absence without sufficient cause.
* Late attendance in rare cases will be acceptable.
* Negligence in performing duties.
* Neglect of work.
* Entering or leaving the premises of the establishment except by the appointed gate or entrance.
* Committing nuisance in the premises.
* Breach of any rule or instruction for the maintenance of any department.

**Punishment for Misconducts:**

* The Management may, at their discretion, award lesser punishments for acts of minor misconduct, such as:
  + Warning.
  + Stopping of increment, if any.
  + Suspension without pay.
  + Reversion to a lower grade.
  + Monetary deductions from salary.
* An employee can be suspended pending a departmental enquiry and/or during an enquiry after a charge-sheet has been issued. Suspension shall be without pay until the enquiry is concluded.
* An employee against whom an enquiry is to be held shall be given a charge-sheet and an opportunity to explain. If the explanation is unsatisfactory, an enquiry officer will be appointed, and the employees have the right to defend themselves.
* No formal enquiry is necessary before issuing a warning letter.
* If an employee refuses to accept a charge sheet and is asked to accept it in the presence of a witness, the enquiry shall be conducted ex-parte, and the punishment shall consider the refusal.

**14. Working Norms:** You will be liable for following tasks to Fulfill**: -**

* **Code quality**: - Regularly conduct and participate in code reviews to ensure high standards & emphasize Test driven development where applicable.

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* **Development Best Practices**

1. **Follow the Node.js Style Guide**: - Use a consistent code style & prettier + ESLint combo is common for auto-formatting and linting.
2. **Modular Code Structure**: - Break features into small, reusable modules & use the MVC pattern or layered architecture for scalability.
3. **Asynchronous Code**: - Embrace async/await over nested callbacks (avoid callback hell) & use Promises and handle all rejections/errors.
4. **Environment Variables**: - Use .env files and the dotenv package for managing environment-specific configurations.

* **Tooling Norms**

1. **Package Management**: - Use npm or yarn consistently & lock dependencies with package-lock.json or yarn.lock.
2. **Scripts**: - Provide clear npm scripts for starting, testing, and building the app:

json

CopyEdit

"scripts": {

"start": "node index.js",

"dev": "nodemon index.js",

"test": "jest"

}

1. **Version Control (Git)**: - Write meaningful commit messages & use feature branches, PRs, and code reviews.

* **Testing & Quality Assurance**

1. **Unit and Integration Testing**: - Use Jest, Mocha, or Supertest for writing tests & follow TDD (Test Driven Development) if possible.
2. **CI/CD Pipelines**: - Use GitHub Actions, GitLab CI, or CircleCI for automated testing and deployments.
3. **Code Coverage**: - Tools like nyc help track test coverage. Aim for high coverage.

* **Security Practices**

1. **Validate Inputs**: - Use libraries like Joi or express-validator to sanitize and validate user input.
2. **Handle Errors Securely**: - Avoid exposing stack traces to the client & use a centralized error handler middleware.
3. **Use HTTPS and Helmet**: - Secure HTTP headers using the helmet middleware.

* **Performance & Production Norms**

1. **Logging**: - Use winston or pino for structured logs & avoid console.log in production.
2. **Monitoring**: - Tools like New Relic, Datadog, or Prometheus + Grafana for performance insights.
3. **Cluster Mode**: - Use PM2 or Node's cluster module to utilize multiple CPU cores.

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* **Team Collaboration Norms**

1. **Code Reviews**: - Every PR should go through at least one review & use review checklists to ensure quality.
2. **Documentation**: - Maintain README.md, API docs (e.g., Swagger), and inline comments & comment **why**, not just **what**.
3. **Daily Stand-ups / Weekly Syncs**: - Keep everyone aligned and remove blockers quickly.

**15. General Rules**

* In all matters not specifically covered by this letter, such as leave facilities and traveling, you will be governed by rules applicable to employees of your category from time to time.

**16. Company Policy Guidelines**

* You will be governed by certain company policy guidelines on various important matters, such as avoidance of conflict-of-interest situations and interactions with the media.

**17. Company Law Requirements**

* This appointment is subject to your not being a partner or relative of a Director or Key Managerial Personnel of the company within the meaning of Section 188 of the Companies Act.

Best Regards,

**Harsh Khandelwal**

Managing Director

I have read & understood all the terms and conditions mention above.

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**Date…………………, 2024**

**Sign your name……………….**

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