



APPOINTMENT LETTER

Mr.Srinivasarao Kompala

Date of Issue:26-04-2013

S/o:K.Venkata Ramanaiah

ADDRESS :16-184,Santhinagar,

Desaipeta,Vetapalem,Prakasam(Dist),A.P-523187.

Dear Srinivasarao,

Further to your application and the subsequent interview you had with us. We are pleased to offer you the post of "**Associate Software Engineer**" in our office on the following terms and conditions.

1. **SALARY: Rs.2,40,000/- Per Annum.**
a) You will perform duties/work assigned by your superiors to their satisfaction.
2. **SERVICES:** You will be on probation for a period of **1 (One) Year**. Which may be extended if considered necessary, depending upon your performance.
3. **LEAVES:** You will be given leave facilities as applicable to your category of Employees, provided by the company, after conformation.
4. **RULES AND REGULATION:** You will always abide by the rules and regulations in force and applicable to your category of employees of our organization and you will always be alive to the sense of responsibility and confidence which the company has reposed in you and you will serve and promote the company's interest to the best of your ability and skills. The present rules and regulations are as per annexure.
5. **CONFIDENTIAL INFORMATION:** You shall not, during the continuance of your employment divulge to any person whatsoever or make any use of whatsoever for your own or any other purpose of any information or knowledge obtained by you during your employment as to the business affairs or methods of the company or any of its associates, affiliate, holding or aryl companies and you shall use your best endeavor to prevent any other person from doing so.
6. **PROTECTION OF INTEREST:** If you conceive any new or advanced methods of improving process formulas into the operation of the company and will be and remain the sole property of the company, you will however participate in the suggestion scheme of the company as and when such scheme is enforced.
7. **OTHER WORK:** Your position is a whole time employment with the company and you should devote exclusively to the business of the company. You are neither allowed to take up any other work for remuneration (part time of otherwise or work on advisory capacity during the employment with the company without permission from the director of the company.

A-Block,4th Floor, Chandralok Complex,S.D Road,Secunderabad-500 003.

Phone: 040-66181918, Email: hr@kmaxit.in

www.kmaxit.in





8. **TRANSFERS:** You will be liable to be transferred to any other department or establishment or branch of the company-group. In such cases you will be governed by the terms and conditions of services as applicable at the new placement and transfer as mentioned herein before will be one of the important conditions of services.
9. **PAST RECORD :** If any declaration given or information furnished by you to the company proves to be false or if you are found to have will fully suppressed any material information, in such case you will be liable to removal from service without any notice.
10. **WORKING HOURS:** You will be called upon to attend your duties as and when required in any shift, on holidays or Sundays as may be scheduled in accordance with the needs of the organization in view of your position, it may be necessary for you to attend to your duties at odd hours.
11. **TERMINATION NOTICE:** The Company will be entitled to terminate this appointment at any time without assigning any reason either on giving one-month notice or on payment of one month's salary in lieu of notice. You shall in the event of resignation give the company one month's effective notice. You shall entitle to terminate this appointment on payment of one month's salary in Lieu of notice except at the discretion of the company.
12. **PROBATION:** You will be on Probation for a period of **1 (One) Year** from the date of joining the company or any extension in writing of the probation period thereafter. After probation, you will be considered as a full time employee of the company (If Company Requires), subjected to all benefits.
13. You will be required to produce the following at the time of joining:
 - a) **All Academic (Educational) Certificate photocopies, with originals for verification.**
 - b) **Two copies of your recent passport size photograph.**
 - c) **Experience Certificate(IF ANY)**

Please return the duplicate copy of this letter duly signed taken your acceptance of the employment with effect from the mentioned date otherwise the offer of your appointment will be automatically cancelled.

We take this opportunity to welcome you as a Member of our Company, wishing a meaningful and rewarding career with us.

I agree to accept employment on the terms as mentioned above in the letter of appointment.

Date of joining:01.05.2013

Yours Faithfully {Candidate Signature}

KMAX IT PROFESSIONALS

A-Block,4th Floor, Chandralok Complex,S.D Road,Secunderabad-500 003.

Phone: 040-66181918, Email: hr@kmaxit.in

www.kmaxit.in

