



## OFFER LETTER

Date:- **March 20, 2024**

Dear: **GAJANAN PRAJAPAT**

**Congratulations!!! We are very pleased to inform you that you are now officially part of the Worldo Family.** We are on a mission to build an assured future to help the students with learning across the world.

It gives us immense pleasure to formalize your offer and appointment for the position of **WEB DEVELOPER At WORLD0**. The letter includes details of your obligations, working hours, termination and notice periods (Annexure A) and other information (Annexure B).

Your date of joining at WORLD0 is March 19, 2024. As you read through the below details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

### Position Details

<b>Designation:</b>	<b>WEB DEVELOPER</b>
<b>Department:</b>	<b>OPERATIONAL</b>
<b>Employment Type:</b>	<b>OFFLINE</b>
<b>Location:</b>	<b>OFFICE</b>

**SALARY: 3.5 LPA**

**TIME: 9 Hours**

## **PROBATIONARY PERIOD: 1 MONTH**

### **Termination Conditions:**

- Termination may occur if there is inconsistency or a violation of World'OTutor terms.
- Immediate termination for Misbehaving/Misguiding colleagues.

**Your commitment to meeting these expectations is crucial for a successful and continued association with World'OTutor. We look forward to your contributions to the team.**

The terms of your employment contract are strictly confidential between yourself and the Company. We thank you for the interest you

have shown in our organization and look forward to welcoming you on board for a fruitful career with us.

We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company. Best Regards,

Worldotutors

### **Annexure - A**

**Notice Period Clause:** If the person desires to leave the company he/she needs to serve the notice period as stated by the present company appointment letter and need to give resignation letter one or two months prior to the date of leaving.

**Leave:** 1 or 2 non-paid leaves can be granted. With written or texted applications No continuous leaves will be granted except for genuine reasons with documents and in that case, salary will be decided by administration.

### Your Obligations:

As an employee of the Company, you shall:

- a. Act with professionalism, honesty, discipline and integrity, as well as high moral and ethical standards in the performance of your obligations and in all your business relationship with others;
- b. Not indulge in any activity that will be considered by the Company as detrimental or prejudicial to the interests of the Company and may bring disrepute to the Company;
- c. during your service with the Company, you will faithfully and diligently serve the Company and perform the duties assigned to or vested in you to the best of your skill and ability; d. communicates internally and externally in a forthright and accurate manner without Misrepresentation or providing false information; and
- e. during the period of your employment with the Company, you shall not engage yourself in any capacity for service with any person or persons, firm or body corporate without the specific prior approval of the Company.
- f. abides by all policies governing employees – both existing and those which may be introduced by the company from time to time including ethics, sexual harassment etc. Any willful act or omission in violation of the above shall be regarded as a violation of this Letter of Appointment.

### Working Hours:

Your working hours will be as per the working hours of the office or department in which you may be for the time being posted and you will be required to strictly adhere to the working hours timings as communicated to you by your superior officers. These are set at **6 days / week - Monday to Saturday as the time decided by the company.**

### Termination:

Notwithstanding anything contained in this Letter of Appointment, the Company shall be entitled to Terminate this Letter of Appointment forthwith without giving any notice or salary in lieu thereof to you if you are found:

- Guilty of communicating or passing any information in any form related to any aspect of The Company, including its business, to anyone not employed by the Company and not part of your official business with the Company, except in the ordinary course of business of the Company.

- Guilty of moral turpitude or dishonesty while dealing with the Company's money, material, or documents.
- To have concealed or provided incorrect information in your résumé or submitted any fabricated document pertaining to your joining.
- Remaining absent from work for more than eight [8] consecutive days without prior written approval.

### **Confidential Information:**

The confidential information ("Information") shall mean and include:

- i) Information, and / or documents / code pertaining to the Company;
- ii) Marketing techniques/strategies and arrangements, mailing lists, clients/ customers list, financial information, databases and information pertaining to the Company and the methodology and manner of doing business;
- iii) All ideas which are derived from or related to the Company's access to or knowledge of any of the enumerated materials and information;
- iv) All information about or belonging to third parties to any agreement with the Company which would be confidential information pursuant to the above definition if such other parties were in the position of the Company.

### **Annexure -B**

### **Other Details :**

- i) Once you onboard other Guidelines will be shared.
- ii) As an Admission Incharge you need to understand the roots of organization (your sales,your team sales)
- iii) 10% TDS will be applicable.
- iv) No Leave Will Be Granted For First 2 Months(Only 2 Sick Leave And Weekly Off will be there)

v) Kindly Find The Attachment :**Job Description and Incentive Plan**  
**Welcome aboard and We wish you a fulfilling journey**