

Name: Nitesh Patel

Address: Dewas

Phone: 9713069176

Dear Nitesh,

It was indeed a great pleasure for us to have interacted with you.

We are hereby happy to offer you the position of **Software Engineer Trainee** in the Management Department at IT Geeks Dewas branch.

You will be reporting the address given below for your general instruction. You can proceed to the location of your posting subsequently. The addresses are as shown below:

Place of reporting for Induction	Place of Posting
IT Geeks Technologies Pvt. Ltd. 03, Yamuna Nagar 2. floor, Above Tata Motors Kela Devi Circle, AB Road. Dewas. Pin:455001	IT Geeks Technologies Pvt. Ltd. 03, Yamuna Nagar 2. floor, Above Tata Motors Kela Devi Circle, AB Road. Dewas. Pin:455001

We have listed in Annexure the terms and conditions of your appointment. The job description will be intimated to you on your joining day.

IT GEEKS TECHNOLOGIES PVT LTD

Office Address : 03 Yamuna Nagar 2nd Floor Above Tata Motors kaila Devi Square A.B.Road Dewas -455001 (M.P.)

Tel : 07272-292304

Mob : 9179880603

E- Mail : hr@itgeeksin.com

Web : itgeeksin.com



Position: Software Engineer Trainee

Reporting: Team Leader

Department: Software Development

Compensation & Benefits: Salary you will be paid a yearly salary of 2, 52,000 INR (Two Lakh Fifty Two Thousand Rupees Only) and a monthly Gross salary of 21,000 INR (Twenty One Thousand Rupees) on the commencement of your employment. The break up is furnished in Annexure 1. Salary will be inclusive of all benefits and allowances. Salary will be paid by 7th of the month for the work done in the previous month. The company will review your salary on an annual basis. Any change in salary will be at the complete discretion of the Company and shall be notified in writing.

Termination: The Company can terminate the relationship at any time with or without, 2-week notice. If you intend to resign from the offered relationship you require submitting a 60 working days' notice period, a failure which may result in the breach of contract without any pay. In any case, the management's decision will be on par. If your employment is terminated for any reason whatsoever, you must return all the company's property to the company on termination including all written or machine-readable material, software, computers, credit cards, mobiles, laptops, keys, vehicles, etc.

Other Conditions:

1. Our On boarding days are Monday and Wednesday. Please ensure you join us either on a Monday or Wednesday. If this happens to be a holiday, then you can join us on subsequent days.
2. Your appointment is subject to receiving satisfactory reports from the previous employer.
3. You will be signing 1 years of Legal contract with the company.
4. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization/entity engaged in any form of business activity without the consent of IT Geeks Technologies Pvt. Ltd. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.
5. You are covered under performance management process and compensation review as applicable on time to time
6. You shall be on a training period for 3 months from the date of joining with the compensation amount of 12000/- PM. Your employment is deemed as confirmed after completion of training period unless it is extended in writing

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7. Benefits:

- i) You are eligible for 12 days annual leave and 6 sick leave in an year. Pro-rata annual leave will be sanctioned to you during the first calendar year of service.
- ii) You will be entitled for medical insurance cover up to Rs XXXXXX For self, spouse and two children, details will be shared upon joining.
- iii) You will be bound to subscribe to and join the staff provident fund in accordance with the rules and regulation of the company and of any modifications thereof from time to time upon your confirmation.

8. You are expected to work in normal business hours from 11Am to 8Pm starting from Monday to Saturday. However, you may be required to work in excess of the business hours or outside normal working hours as necessary to perform your duties and responsibilities

9. You are required to protect all information and procedure in the company as confidential information and shall not disclose such confidential information to any outsider other than those required to be divulged in the normal course of business, which you're legitimately expected to share with the business partners, associates and other stakeholders. Other than such information, should you disclose the confidential information to any outsider either orally or in writing or by any other mode of transmission of messages, you will be liable to be proceeded with under the applicable law in force.

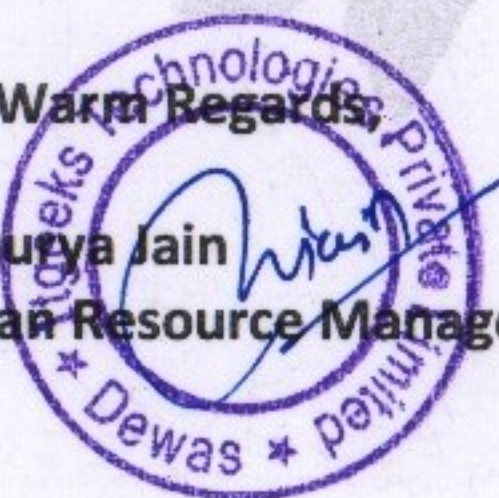
10. You shall treat all the information, including ideas in whatever form, tangible or intangible, in any manner pertaining business of the company or any affiliate or client or business associates as absolutely confidential and would also include all proprietary and confidential information not generally known outside the company and so only known through improper means and the same shall be deemed to be "Confidential Information".

11. All such obligations in respect of confidentiality shall survive even after termination of your services with IT Geeks Technologies Pvt. Ltd.

We welcome you to the IT-Geeks family and wish you a rewarding career over the years to come.

With Warm Regards,

Madhurya Jain
(Human Resource Manager)



Agreed & Acceptance

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We would appreciate it if you could indicate your acceptance of the offer within 2 days of the receipt of this letter not later than 30-11-2020 And the date of joining the organization is 01-12-2020. At the time of joining please ensure you carry the original certificates (originals will be returned after verification) Educational Certificates, Achievements, Experience Certificate and the original order of relieving from your present employer.

We welcome you to our organization and we are confident that we will benefit from your valuable experience.

With Best Wishes

Sincerely Yours

Madhurya Jain
(Human Resource Manager)



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