

## **Letter of Appointment**

**Date - 03/02/2021**

**To,**

**Pulkit Madaan**

**Sub: Letter of Appointment**

**Date of joining: 15/10/2020**

**Dear Pulkit,**

We are pleased to appoint you as **Jr. Python Developer** in our organization with effect date **15/10/2020**. Your CTC will be **Rs. 1,32,000/-** per Annum.

You will be on probation for a period of one month.

You are required to agree to the special terms, conditions & employment with us will be governed by the terms & conditions as detailed are described in Annexure - A.

Your offer has been made used on information finished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as proof of the above, we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

Please sign & return a duplicate copy of this letter.

We congratulate you on your appointment & wish you a long successful career with us. We are confident that your contribution will take us further in our journey. We assure you of our support for professional development & growth.

  


**PRAGROOT**  
S O L U T I O N S  
D-151, 1st Floor, Industrial Area  
Phase-8, Mohali-160071

**(Sanjeev Dirwal)**

**Pragroot Solutions**

**Authorized Signatory**

## Annexure-A

**1. Personal Particular:** You will keep us informed of any changes in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal/nominee.

**2. Nature of & Place of Work:** You will work at a high standard of initiative, creativity, efficiency, and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time. Your place of work will be Mohali.

**3. Working Hours:** The regular working hours of the company are from 09:30 am to 06:30 pm - including 45 minutes lunch.

**4. Representation:** You will represent the best knowledge of yours and you have no commitment to a former employer or other entities that would restrict you from joining the company.

**5. Probation Period:** You will be on Probation period for one month. The probation period review can result in either the 3 possibilities; Confirmation, Extension of probation, Non-confirmation. Probation period if extended then it can be of minimum one month or a maximum of one-two months. The probationary period may be extended for reasons that justify this action. The employee will receive formal notification in writing with the reason for the extension and clearly defined objectives.

**6. Performance Evaluation:** Performance evaluations will be conducted once in a year and based on the joining date of staff. The performance evaluations may vary depending upon the length of service, job position, past performance, changes in job duties, or recurring performance problems. Every effort will be made to perform evaluations on or about your scheduled review date, but be aware that delays may occur.

**7. Leaves:** You will be entitled to leave as per law in the force and laid down in the standing order of the company. You will be entitled to 12 leaves which will be credited one by one month (sick & casual leaves) and 8 festive holidays.

**8. Intellectual Property Right:** If during your employment with us you achieve any invention, process improvement, operational improvement, or other processes/method likely to result in more efficient operation of any of the activity of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

**9. Confidentiality/Secrecy:** You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate to any interested or other persons, or own use whatsoever, any information relating to the company's technical know-how, business practices or any other information of

a confidential character. Such information may include, without limitation, the Company's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, Contact names, addresses, phone numbers, etc.

**10. Notice Period:** Employees can terminate the employment by serving a notice period of thirty days, or if unable to serve notice period, have to buy a notice period of thirty days.

**11. Standing Orders:** You will abide by the Standing Orders, rules and regulations, service conditions that may be in force or application to the organization or are framed from time to time by the company.

**12. Termination of Services:** i) either party can terminate this employment by serving a notice of one month. Unauthorized absence without permission from the duty for a continuous period of 5 days would make you lose your lien on employment. In such cases, your employment shall automatically come to an end without any notice of termination or notice pay.

ii) You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with terms and conditions laid down in this, your services can be terminated without any notice, notwithstanding any other terms and conditions stipulated herein the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

**13. Appointment in Good Faith:** It must be especially understood that this offer is made, based on your proficiency on technical, professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job/independently. In case at a later date any of your statement/particulars furnished are found to be false or misleading on your performance is not up to mark or falls short of the minimum standards set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other term and conditions stipulated therein.

Please indicate your understanding and acceptance of the above terms & conditions by signing in the space provided below.

**I hereby declare that I have read this document and agree to the terms and conditions.**

**Employee Signature**

**Name –**

**Date –**