

HR/FSF/072024- P1032

Date:06-06-2024
Hyderabad

Dear Mr/Ms ,Rajesh Kokkiralala

Welcome to FSF Global IT Solutions Pvt. Ltd.

Congratulations! We welcome you on Board.

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with “**Trainee Software Engineer.**” It is my pleasure to extend the following offer of employment to you on behalf of “**FSF Global IT Solutions Pvt. Ltd.**” with effect from **07-06-2024** and you will join us at our office.

This offer will be subject to the Standard Terms and Conditions of Employment by FSF Global IT Solutions and also will be governed by the policies, rules and guidelines of the Company. You will also be required to sign and agree to be bound by The Employee Non- disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company. The overall CTC offered to you is **INR 1,80,000.00 (One Lakh Eighty Thousand Only) per annum.**

Note: - First 3 months' probation period, Once the employee assigned the project then only salary will credit in employee account

This offer of employment with FSF Global IT Solutions Pvt. Ltd is subject to the successful receive notice of information provided by you.

By accepting this offer you are also confirming that:

1. You will be trainee under Respective TL/DEVELOPER/SENIORS for such a period where your performance matches the company criteria.
2. If you accept this offer you are required to join on **07-06-2024**. If you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced at the time of joining. Please provide originals and self- attested Photostat copies; originals will be returned after verification.

Best Regards

Employee Duties and Responsibilities

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you time to time by the Company. You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during

your employment with the Company. It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time, employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

Working Hours, Holidays and Leave

Normal working hours of the company are 09:00AM to 06:00PM Monday to Friday. Employees are provided with the opportunity to take 12 paid leave every year accrued at the rate of 1 leave per month. The company also provides 12 annual holidays announced at the beginning of every year. Except for emergencies and medical reasons leave will be granted only on 3 days prior notice and approval by your managers.

Training

The company may select and offer training for employees at the company location or outside at its own discretion. You will be required to attend these trainings and assignments and you will be under training until the complete criteria based on FSF Global IT. Package will not be same as mentioned in offer, in training period the salary will be not calculated as mentioned in the offer. As per your development company will re-decide.

Non-Solicitation

During your employment with FSF Global IT Solutions Pvt. Ltd and for a year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to FSF Global IT Solutions Pvt Ltd. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

Non-Disclosure

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Noncompetition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.

Termination

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

1. Any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).

2. Any physical company documents that you may have in your possession you are also bound to repay any and all outstanding debts or loans due to the company and the company is
3. hereby authorized to deduct from any payments due to the employee the amount due to the company. You will also be bound by any previous confidentiality, non- disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

Notice Period

A notice of 2 months is required during the first year of your employment with the company by either party to terminate this contract. In subsequent years either party may terminate the contract with a notice period of 1 month. Notice period is considered to start from the point the termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect. Manager can terminate you with immediate effect by on spot with-out intimation.

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Telangana/Hyderabad shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

1. Proof of Academic Qualification
 - 10th & 12th mark lists
 - Under graduate / degree mark list and degree certificates
 - Post graduation mark list and degree certificates (if any)
 - Other qualifications - mark lists and certificates (if any)
2. Proof of identity i.e. [PAN card & Aadhar card]
3. Photographs (3 copies)

FSF Global IT Solutions

For, FSF Private Limited.

Employee Name



(Authorized Signatory)

Signature

Date:

Location: