

DIT/HR/22/R/

October 27, 2022

Mr. Shaksham Sharma
Mobile: 8800560138
Email ID: sharmashaksham71@gmail.com
PAN No: NPLPS5952G

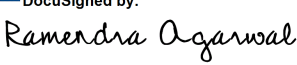
Dear Mr. Sharma,

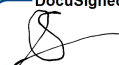
This is with reference to your application for considering you for Training at our organization and the subsequent interview you had with our Technical team.

We are pleased to inform you that you have been selected by our company for Training for a period of around six months w.e.f. January 02, 2023 (or actual date of joining) on the following terms and conditions: -

1. The Training would coincide with the last semester commencement of your B tech course at **Dronacharya College of Engineering, Gurgaon.**
2. During the Training period you will be paid a consolidated sum of Rs 10,000/- (Rupees Ten Thousand only) per month, after excluding T.D.S. or any other statutory deduction, as reimbursement for Lodging, Boarding, Conveyance and other incidental expenses. Any Tax liability on this will be borne by you.
3. You will not be entitled to any other Stipend or emoluments while undergoing the said training.
4. For your induction process, you are request to report at **10:00am** at the following address:

DCM Infotech Limited, 316 Udyog Vihar, Phase II, Gurgaon – 122016
5. You are advised to diligently attend the Training Program at the time stipulated by your Training Instructor and not absent yourself during this period, as it may affect your overall performance.
6. The management reserves the right to terminate your Training even before the expiry of the initial or extended training period, as may be the case and in case you do not complete the training successfully
7. In case you cause any loss/ damage due to any act of omission/ commission on your part, you will be liable to bear the entire cost of such loss/ damages.
8. The continuation of your Training with the Company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the directions of the management, if required.

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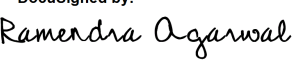
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9. During the training, you will not be considered to be an employee of the organization for all legal and practical purposes and you agree not to raise any such claim.
10. Please be advised that your acceptance of this Training neither confers any right for employment in the Company nor any other benefits as applicable to the employees. However, based on your performance, in case the company, after your successful completion of training and your engineering course, offers you employment you will be obliged to accept such offer and to work thereafter at Gurgaon. You will be designated as 'Associate Specialist' in 'Band 3' and your gross annual emoluments (CTC) as Associate Specialist will be **Rs 4,00,000/-** per annum.
11. You are requested to report at the address mentioned above along with the following documents:
 - Photocopies of all educational certificates/ testimonials and Mark Sheets (Please get originals also for verification)
 - Photocopy of passport
 - Five passport size photographs
 - PAN card (mandatory)
 - Aadhar card (mandatory)
12. In case the above terms and conditions of the Training Program are acceptable to you, please sign the duplicate copy in token of your having understood and agreed to the same.

We look forward to the pleasure of having you with us.

Yours Sincerely,

For: DCM Infotech Limited

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Ramendra Agarwal
COO & Head-HR

Acceptance:

The above Terms & conditions of the Training Program are acceptable to me.

Sign: 
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Name: _____

Date: _____