



Puffin Softwares

HIG-8,Sarasvati Nagar, Jawahar Chowk Bhopal

www.puffinsoftwares.com

Contact No. : +91-8878779174

Reg Number: C/903141

Shazaib Rehman

Mobile: +91- 8959883069

Mail ID: shazaibrehman127@gmail.com

Dear Shazaib

We are pleased to offer you an appointment in our organization as **Trainee Developer(Intern)** operating out of our **Bhopal** centre.

Your employment with us will be governed by terms and conditions referred to in Annexure-A.

You are required to join us on or before **01-02-2020** The offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.

You are requested to report to the Development Head on **05-02-2020**, at 11:00 AM to complete the joining formalities at our Bhopal office (HIG-8,Sarasvati Nagar, Jawahar Chowk, Bhopal, MP, 462003). At the time of joining, you are requested to submit the copies of the documents as per Annexure-B.

We welcome you to our team and look forward to a long and mutually beneficial association.

For: Puffin Softwares.

Gaurav Nema

(Director)

Acceptance

I hereby accept the position and terms and conditions of employment offered and agree to execute the Employment and Confidentiality Agreement and other requisite documents for my employment with you. I will be joining on _____.

Signed: _____

Date: _____ Name: _____

Address: Puffin Softwares, HIG-8, Sarasvati Nagar, Jawahar Chowk , 462003 Bhopal.

Contact no.: +91 - 8878779174

Website: www.puffinsoftwares.com

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Annexure-A

For first 60 days you would be on probation period and during this period you will not get any salary.

CONFIDENTIALITY

We expect you to maintain and honor at all times organization's policy of strictest confidentiality on the details of remuneration that you receive. Any violation of this policy could be reasonable grounds for termination with cause.

CODE OF CONDUCT

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

SECRECY

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, security procedures, trade secrets, know-how, or inventions of the company or its Affiliate, or any client, agent, contractor or vendor. Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

CONFLICT OF INTEREST

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

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TERMINATION OF EMPLOYEMENT

In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your employment forthwith (notwithstanding any other provisions) on the grounds of misrepresentation of facts.

ANNEXURE – B

At the time of joining, you are requested to bring the following documents in original, along with two copies of each.

- a) Certificates supporting your educational qualifications along with mark sheets
 - Xth Certificate
 - XIIth Certificate
 - Degree Certificate
 - Master's Certificate
 - Any other Certificates
- b) Permission Letter from your present College. [with HOD's Seal and Sign]
- c) Two passport-sized color photographs
- d) You MUST carry and provide your PAN Card and Adhaar Card copy.

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