

15-Mar-2017

Shaik Nigar Salma
D/O: Shaik Khadar Basha
Muslim Street, Kota
Nellore
Andhra Pradesh - 524411

Dear Shaik Nigar Salma,

It gives us immense pleasure in inviting you to join SAGlobal as one of its valuable members. The company is pleased to offer you an appointment on Contract with the following terms and conditions:


You are hereby offered the post of "Software Engineer Trainee"

During the period of your contract with the company, you will be paid a consolidated package of Rs 15,000/- (Rupees Fifteen Thousand Only) per month, inclusive of any applicable taxes as required by the statutory authorities. All tax liabilities arising out of this package would be borne by you (employee).

1. During your engagement with the company, you shall wholeheartedly and loyally perform your duties towards your company. You shall not disclose to any other person or company or any competitor of the company any information that comes to your knowledge during your service.
2. You shall be governed by the company's certified standing orders, service rules and regulations, performance appraisals, leave rules etc. as applicable in the Employee Handbook.
3. This offer of contract is made on the basis of information provided by you in your application. During your engagement with company, if at any time it is found that any of the information given by you is false or incorrect, the company shall have full right to terminate your services on that ground with immediate effect.
4. In the event the company decides to terminate your services, the company shall give you one month notice of termination. So also, if you desire to leave the services of the company, you shall give **THREE** month's advance notice of your intention to leave the services of the company.
5. This contract is valid from 3-Apr-2017. Your contract will be valid for a period of SIX months.
6. You will be on probation during the period of contract.
7. You will be eligible to receive a service certification from the company for the period of contract served at end of term of contract / on termination. This will not be applicable if on Probation or if required notice terms are not served.
8. You will need to sign the Company's Non-disclosure Agreement as a condition of your employment at a later date. Also, you represent that you are not subject to any restrictions that prevent you from working for our Company.
9. This contract is subject for renewal one month prior to the completion of the above mentioned validity period on mutually agreed terms and conditions. By no means can it be deemed that the contract will be automatically renewed at the end of validity period. The company may on special cases based on performance reviews and other factors / requirements, offer to change this contract to a permanent appointment with the company during / after this contract period.

10. Based on the business requirement, you may be required to re-locate to any other location of our Company either in India or outside of India. You may also be required to work in any of the customer's project sites based on business needs.
11. Outside Activities: While you render services to the Company, you will not engage in any other gainful employment, business, and activity without the written consent of the Company or act in any manner detrimental to the interest of the company.
12. If this offer of contract is acceptable to you, please sign the duplicate of this offer of contract in token of your acceptance of the terms contained herein within three days from today and report for work on 3-Apr-2017.
13. In case, you accept this offer and do not report to work by 3-Apr-2017, this offer shall stand withdrawn without any further communication to you.

For Systems Advisers Software Services Pvt. Ltd.,


Veena Thimmaya
Director




Shaik Nigar Salma

15-Mar-2017

Shaik Nigar Salma
 D/O: Shaik Khadar Basha
 Muslim Street, Kota
 Nellore
 Andhra Pradesh - 524411

Dear Shaik Nigar Salma,

Request you to bring with you the Original and a copy [for our files] of the documents listed below on 3-Apr-2017. The Original documents will be returned to you on the same day after verification.


Appointment letter from all your previous employer [if any]
Relieving letter & Experience Certificate from all your previous employer [if any/applicable]
Form 16 / Salary Certificate / Last two months Salary Slip / Salary slip [if any] - with company seal and authorized signature
Academic Marks cards and Certificates, Additional certificates
2 Professional references (HR & Reporting manager) with contact details and designation. One each from [1] current company [2] previous company OR
2 Character references with contact details for those without prior experience
Photocopy of Full passport & PAN Card
2 nos. Passport sized photos with white background

Please Note: Please contact our HR department on accepting the Contract letter, if you are unable to get any of the above documents with the reason.

Failing to get the documents above on 3-Apr-2017, will result in cancellation of your contract offer.

You may be required to take Microsoft Certification as per Company's requirement within 3 months of joining the organization.

For Systems Advisers Software Services Pvt. Ltd.


Veena Thimmaya
 Director




Shaik Nigar Salma

To

H.R

S A Global
Bangalore,

From

SHAIK NIGAR SALMA

Andhra Pradesh,

SUB:ACCEPTENCE LETTER

Dear Sir,

With reference to above subject matter, I SHAIK NIGAR SALMA has accepted to offer to joining to your respected company on 03-04-2017.

And I am privilege to be part of your company

Thanking you

Yours faithfully

PLACE: Bangalore

DATE:16-03-2017