



LETTER OF APPOINTMENT & OFFER

Offer Letter No: OFTR/IT/Q1/004

27-May-2022

To,

Mr. Nakul Gupta

Nationality: Indian

Aadhaar No.: 8049 7580 6071

Dear Mr. Nakul Gupta

We are pleased to Offer You the Position of “Software Development Engineer 1 – Full Time” for “Q1 Business Solution LLC” from 01-June-2022 on the Following Terms and Conditions.

Our financial proposal: You are entitled for the Salary of Rs. 50,000 Per Month which inclusive of Food, Accommodation & Transportation.

Job Title: -

As a “Software Development Engineer 1” you shall be reporting to the Project Manager. The Job role may change basis on your Ability during the entire association with the Company/ After Completion of the Probation Period.

You are requested to discharge all the duties on a given timeframe as prioritized and assigned by the Management Team which the Project demands and submit the reports accordingly as on required.

You may request to Manage a team or manage similar functions basis on the ability, and you are requested to focus on the activities assigned by the Project requirements or by the Management Team.

Roles and Responsibilities: Please refer the “**ANNEXTURE**” of this offer letter.

Place of Posting: -

You will be posted In India. However, you may be required to work any place of Business which the Company has or may later acquire.

Hours of Work: -

The Normal working days are between 09:00 AM to 7:00 PM (IST) and you are not expected to work less than 10 hrs per day. You will be required to work for such hours as necessary for the proper discharge of your duties as the Project requires or the Company and if necessary, for additional hours depending on your responsibilities as the Company requires. You may request to work on Rotational Shifts basis on the Company Requirements and you requested to strictly follow the Roster for the betterment of the Project. Any deviation on the same will fall in the Clause “Performance Improvement Plan (PIP)” for Work Adherence which is driven by the Organization.



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Nature of Duties: -

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. You are requested to follow the Job assigned basis on the "Company Requirements".

The Job Role will be on all Project Related requirements. Other Functions related activities are advised only upon obtaining or assigned by taking appropriate approvals from the IT Head – India Operations.

The assigned tasks may vary or alter basis on the Priority which the Company required, and this is only upon the approval from the IT Head – India Operations.

Other activities shall be assigned by the HR and Admin basis on the Company Requirements, and you are requested to adhere the same.

Company Property: -

You are always requested to maintain the Company Properties in Good Condition which includes all Company related documents and the Project assets, which is by default entrusted to you to official use during the course of your association with the Company and shall return all such Property to the Company prior to relinquishment of your charge, failing which the Company has to rights to recover the cost incurred from and may leads to legal procedures as well.

Borrowing/accepting Gifts: -

You will not borrow or accept any money, gift, reward, or compensation in exchange of Company Properties such as its Sales or Services, Channel Partners etc. and you are requested not keep any association with its associated Partners in case off hire.

Communication: -

Any discussion on the Project or with the Project team must be Confidential and the same will be communicated by the HR and Admin.

The Management requests you to follow the Protocol for any communication for escalations.

The First point of contact shall be the HR and Admin, only during the absence of the HR and Admin you are requested to take it up to the next level again obtaining appropriate approvals from the Management Team.

The Company shall not entertain any personal discussion on Project requirements in electronic mode such as whatsapp, Skype etc. and requires appropriate approvals from the lead. You are requested to document all communications and share the report on

Hourly/Daily/Weekly/Monthly basis on the task assigned by the Project Lead.

Termination: -

On the off hire of your association with the Company for whatever reason, you will return all Company property which includes the Confidential Documents, Papers, both Original and Copies, samples, contracts, records, lists, drawings, blueprints, data, email, login credentials, server details, website, mobile apps, the channel partners details, Clients etc. and you are requested not to keep in any associations there after nor working with any of its associates. In case of resignation, three-month notice period is required. In case the minimum Service period is not completed you are prohibited from taking up employment in the same field whether paid or unpaid, with any company that is a competitor, client, or vendor of this organization for a period of 24 months from the date of leaving service.





Dismal of services: Notwithstanding the termination clause mentioned above, the company at its sole discretion, employee at any time without any prior intimation and without settlement payment is made, should any of the following events occur.

- Non-performance during probation period.
- The Company has its rights to terminate the services with or without prior notice
- The employee engages in activity of any business entity, company organization that presents conflict of interest with respect to his duties and responsibilities.
- The employee tarnishes the name, reputation, profitability, or public stand of the Company either misconduct or by gross negligence.
- The employee commits a crime or abets a crime, and the same verified by the relevant authorities, engage in any subversive activities that harm the business interest of the Company.
- The employee is grossly deficient in discharge of his duties and responsibilities and fails to address his shortcomings even after repeated warnings.

Confidential Information: -

During your association with the project, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confidential in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public, and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such confidential information. At no time, you will remove any confidential information from the Project without Permission Your duty is to safeguard and not to disclose the confidential information will survive even after the expiration of your off hire from the Company. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

Applicability of Company Policy:-

The Company may alter or retain its policy, terms, and conditions from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this agreement to that extent with or without your notice.

Task Assigned During the Probation Period: Time – 30 Days.





Annexure:

As a "Software Development Engineer 1" is a junior level role, and as such has some important duties and responsibilities to fulfill, with both short and long-term goals to achieve.

Tasks and objectives: Roles and Responsibilities:

1. Update/Add new features or fix bugs as requested to our existing mobile app and webapp.
2. Maintain documentation for our Mobile and Webapp to our existing Documentation.
3. Unit test and integration test of newly added or existing code as required.
4. Maintain code quality and formatting of code.
5. Using new branch to push changes to our system.
6. Help and collaborate with team to solve problems to system and planning.
7. Add new features/fix bugs to backend(NodeJS).
8. Add new features/fix bugs to Flutter mobile app.
9. Add new features/fix bugs to Admin Panel (PHP Laravel).
10. Add new features/fix bugs to Website includes blogging system (PHP Laravel).
11. Work on technology of Flutter, NodeJS, and PHP Laravel technology of our system.
12. Implement/fix 3rd party APIs, firebase and payment gateway to mobile app and webapp.
13. Must use responsive and mobile first approach for webapp.
14. Must use responsive approach for mobile app.
15. Must use responsive approach for admin panel.
16. Must use responsive approach for website includes blogging system.
17. Use modular/component approach while writing codes whenever possible.
18. Create pull request of change in code with issue number that solves a proper issue.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey. You are requested to keep terms of this offer letter confidential. Please sign and return to us one copy of your acceptance of the employment offer.

Best Regards,

Mr. Mohammed Jaffer Nawaz
Managing Director
Q1 Business Solutions LLC, Qatar



Mr. Nakul Gupta
Employee

