



Appointment Letter

November 26, 2024

WELCOME LETTER

Mr Tonmoy Hazra

Address: Village - Hossainpur, Post Office - Hossainpur, District - Purba Bardhaman, Pin 713125.

Dear **Tonmoy**,

We take great pleasure in inviting you to be an integral part of DeltaMinds Software.

We are enclosing herewith your appointment letter in duplicate. Kindly sign the duplicate copy of your appointment letter and have it returned to us at the earliest.

Please note that the offer of appointment is subject to satisfactory completion of your reference check. You are requested to join on the date of joining mentioned in the appointment letter or any day prior to that agreed mutually.

In case you need any clarification regarding your job, salary or any policy, please contact us immediately by writing or email sam.gupta@deltaminds.com

We look forward to you having a long and fruitful relationship with DeltaMinds. Sincerely
For **DeltaMinds Software**

Samudra Gupta
Director



APPOINTMENT LETTER

Nov 26, 2024

Address: Address: Village - Hossainpur, Post Office - Hossainpur, District - Purba Bardhaman, Pin 713125.

Dear **Mr Tonmoy Hazra**,

We have great pleasure in inviting you to our company as a " **Web Developer** " at **Chandannagar Branch Office**. Please note that the employment terms contained in this letter are subject to the Company policy.

1. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which shall be as soon as possible but no later than **November 28, 2024 (Thursday)**.
- b. Your primary job responsibility will be to develop PHP/related frameworks-based applications, develop websites or any other technical requirements. You are also expected to take part in Digital Marketing initiatives and engage in client meetings and client communications as and when required.
- c. You will be on a probation period of **three (03) months** from the date of your appointment. If in the opinion of the Company, you are found suitable in the appointed post, you will be confirmed.
- d. In order to protect our investment in training you up, we do not expect you to leave before you complete one year of service from your date of appointment. However, if you do so, we may not provide any experience certificate to that effect.

2. COMPENSATION

- a. You will receive a **gross** salary of Rs.**1,68,000/- (One Lakh Sixty-eight Thousand)** per annum as per company policy.
- b. Your salary will be reviewed periodically as per Company policy.
- c. Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.

- d. Your compensation is subject to statutory deductions in respect of Income Tax etc. according to government rules as may be effective from time to time.

3. WORKING HOURS AND LEAVE POLICY

- a. Your normal working hours will be Monday to Saturday from **10:30 a.m. to 7:00 p.m.** However, you are expected to work extra hours as and when required by the job.
- b. You will be entitled to twelve (12) days of **casual leave** per calendar year after completion of the probation period.
- c. You will also be entitled to six (06) days of **medical leave** per calendar year after completion of the probation period.

4. RESPONSIBILITIES

- a. In view of your position in the office, you must perform to the best of your abilities to carry out all responsibilities and ensure results.
- b. You are expected to comply with the policies of the company including the **Information Security Policy** and other policies as they form an integral part of the terms of employment with DeltaMinds. These policies are updated/reviewed on a periodic basis and new policies may be introduced from time to time. As and when this happens, the Company will inform you and you will be required to comply with the same.
- c. Based on the above (b), any matter or situation or incident that could potentially result or has resulted, in any violation of the policies or this letter, shall immediately be brought to the notice of your Business Unit Head.
- d. During your employment, you shall disclose and assign to DeltaMinds as its exclusive property, all developments developed or conceived by you solely or jointly with others and shall comply with the policies of the Company in relation to Intellectual Property.



5. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by DeltaMinds and shall not take up any independent or individual assignments (part-time or full-time, in an advisory capacity or otherwise) directly or indirectly without the written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of DeltaMinds.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of **One Year** from the cessation of your employment with DeltaMinds (irrespective of the reasons for the cessation) not to solicit, induce or encourage
 - i. Any customer/vendor of DeltaMinds to terminate his business relationship with DeltaMinds.
 - ii. Any employee of DeltaMinds to terminate his/her employment with DeltaMinds or to accept employment with any competitor, with whom you have a connection.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.

6. CONFIDENTIALITY

- a. You are required to maintain all official information made available to you as secret and confidential and shall not use or divulge or disclose any such confidential information except as may be required by DeltaMinds and in the course of your employment.
- b. This confidentiality agreement shall endure during your employment and for a period of **one year** from the cessation of your employment with DeltaMinds (irrespective of the reasons for the cessation).
- c. In your work for DeltaMinds, you will not use or disclose any confidential information, including trade secrets of any form, to any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitations for DeltaMinds.

7. GENERAL

- a. We trust you have not provided us with any false declarations or willfully suppressed any material information. If you have, you are liable to be removed from our service without notice.
- b. Your employment terms may be enforced legally if required. In this connection, if any of the provisions of this agreement is declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.
- c. You warrant that you are not prevented by a court or any other administrative or judicial order from providing the services under this agreement. In case, you are not a citizen of this country, you have a valid work permit to work in the country of posting

8. NOTICE PERIOD

- a. During your probation period, this agreement can be terminated, without reason, by either party giving **2 weeks'** notice. During the probation period, if you decide to leave, the Company reserves the right to withhold your salary or any payment due to yourself.
- b. After your probation period, if you are made permanent, this agreement can be terminated, without reasons, by either party giving **4 weeks'** notice.
- c. DeltaMinds reserves the right to relieve you prior to the expiry of the notice period by paying you the compensation for the remaining days of the notice period.
- e. As the company is going to invest time and training during your employment with us, you are required to remain with the company for a minimum period of one year (01 year). If you decide to leave before that the Company may not provide you with any experience certificate pertaining to your employment with the company.

Sincerely
For **DeltaMinds Software**

Samudra Gupta
Director

I agree to accept employment on the terms and conditions above letter.

I shall be reporting for duty on

Name:

Date: Signature:



REQUIRED DOCUMENTS
(To be submitted at the time of joining)

ITEM	QUANTITY	SUBMITTED (Y/N)
Release letter from your previous employer.	n/a	
Experience Certificate from the previous employer	n/a	
Pay slips	na/a	
Copy of all educational certificates	n/a	
Copy of aadhar card	1	
Passport size photos	2	
Copy of PAN card	1	
Bank Account Details	This needs to be a core banking account and your salary will be transferred to this account directly via net banking.	