

Ref No: - HR/STSPL/2018/001

Date :7th Sept 2018

## Letter of appointment

Dear **Mukesh Pradhan**

We have pleasure in appointing you in our organization on the below. You are requested to go through it and sign it in full confidence.

We welcome you in our team and wish you all the best for your future, career growth and long term prospects.

### **TERMS OF APPOINTMENT:**

**DATE OF APPOINTMENT:** 7<sup>th</sup> Sept 2018

**POSITION OFFERED:** Android Developer

**POSTING LOCATION:** Bhubaneswar

### **JOB RESPONSIBILITIES:**

Your main job responsibilities including below:

- Development of Application as per company needs.
- Visit Client Place to get information from there.
- If needed give training to Junior.
- Team building and responsible for its performance.
- Formalizing policies and procedures and strategies for the management review.
- Developing Mobile Applications as per company needs.

### **SALARY STRUCTURE:**

Basic Pay: INR- 6,000

House Allowance: INR- 1000

Transportation Allowance: INR- 1000

Grade Allowance: INR- 1000

**Total** **INR- 9,000 (Nine thousand Only)**

- Above is the fixed monthly remuneration.
- It will be reviewed every year and accordingly increments will be given.
- You will be also paid performance bonus depending upon your performance and company profitability, based on the targets achieved.
- You will be reimbursed for the actual approved expense upon submission of invoice for any expenses incurred on behalf of the company.
- If travelling is required you will be given travelling allowance of 1.25 times per day extra of your basic salary.

### **Registered Office :-**

Plot no-Lc-11-118/21,sailashree vihar, Chandrasekhar Pur , Bhubaneswar-751021

Mail:Info@syflextechnosolution.com, Web:www.syflextechnosolution.com

Contact : 9937506028, 9658437202

- If you are working overtime it will be paid separately 1.25 times of your hourly basic salary, subject to prior approval.

#### **DISCRETIONARY BENEFITS**

- Yearly discretionary bonus will be given on Diwali upon successful completion of full one year.
- Medical Expenses up to 2,500 per annum will be reimbursed upon submission of Doctor Prescription and Bill on pro rata basis.
- For each successful completion year, company will contribute one month basic salary of the respective completed year and will be paid after successfully completing three years.

#### **PROBATIONARY PERIOD:**

Probation Period: 6 month. You will be automatically confirmed upon completion of probation period if not terminated.

#### **EMPLOYMENT TERM:**

- Your position is whole time employment with the company and you shall 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 in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with any outside third party/is without written permission from the concerned authority of the company.
- You will not disclose any information including confidential/non-confidential information to anybody outside the company. Information can be discussed/shared with the relevant staff/person for the work purpose in the company.
- If found any confidential information has been disclosed to any outside third party, strict legal action will be taken in this regard.
- Daily work report: You are required to update your senior with daily work done report in responsible and required manner.
- Office Decorum: You need to maintain the office decorum and the working environment and should not disturb your colleague in their work.
- You are expected to work hard with full dedication and devotion and company is expecting you to take the full charge and responsibility of the work done by you.
- If required you are expected to work extra hours to complete the work.
- You are expected to arrive office in time.  
(30 minute is the grace time allowed for two days only in month, if you are arriving late after 30 minute for more than two days then it will be treated as half day.)
- Work from home is not encouraged, only in exceptional cases it will be allowed for one day in month.  
(If you are working for more than one day from home then transportation allowance will be deducted on pro rata basis.)

This contract of employment is terminable by either party by giving: 15 days notice period during probationary period, **One month** (30 days) notice period after confirmation. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary

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in lieu of notice period. Further the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason thereof.

**ON SEPARATION:**

On acceptance of the separation notice, you will immediately give unto the company before you are relieved all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, email, login ids, password and all other relevant details effects etc. and shall not make retain any copies of these items. You are not allowed to join to any competitors of us in any capacity in any geography, if found joining strict legal action will be taken in this regard.

**I accept and agree the terms**

Signature: \_\_\_\_\_



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