

## **IQ TechMax Private Limited**

B074, Casa Grande Elan, Casa Grande Elan Road, Thalambur, Chennai -

600 130

Phone: +91 95514 55515

27th April 2020

**Dear Shivam,**

Welcome to **IQ TechMax**!

We are glad to offer you a conditional appointment letter with below terms and conditions;

You are appointed as a **Full Stack Developer** in our organization to be based in Bihar, India.

### **Reporting**

You will be reporting to Prashanth Gandhidoss or to any other person assigned as per the hierarchical route.

### **1. Accountability**

You will be principally accountable for all specific work responsibilities listed under your designation, to ensure proper, truthful, and righteous achievement and development of our company objective.

### **2. Salary & Allowances**

Salary and allowances are paid on the 4th of every month. For the purpose of security and convenience, your salary and allowances will be paid through a bank appointed by the company. Your Salary is 5,000/- INR per month. I will provide you with the break-up once you agree to the offer.

The Timeline of the Internship will be 3 months. Depending upon the performance, there is an opportunity to work with IQTM as a full-timer.

### **3. Increment / bonus**

Salary increment, annual bonus, and incentives shall be at the sole discretion of the company and will be largely dependent on your performance.

### **4. Working hours / Leave Eligibility**

[www.iqtechmax.com](http://www.iqtechmax.com)

We work Monday to Saturday from 8:30 hours - 18:00 hours

There will be 12 days of holidays every calendar year as prescribed by Government bodies.

## **5. Job Execution**

- a. By accepting this appointment letter you are expected to have complete knowledge / acquire knowledge about your Key result areas, their process and obtain supports to ensure all job responsibilities are carried out and completed on time as in each deserving case.
- b. The employment requires you to adhere to the company's principles of systematic work practices and as such, you shall be expected to execute your responsibilities regularly, review them frequently, update your knowledge often and report to your superiors on the status.
- c. The activities of your job will be monitored through the company's internal audit system and any lapses will attract action as per company policy.

## **6. Termination of employment**

- a. Management shall be at liberty to terminate this appointment letter by giving a notice of one week or compensation in lieu thereof. In case you choose to leave the services of the company, you will have to give the company a prior written notice of one week. On all such incidence, you will be required to return the company all papers, documents and other property which belong to the company and which may be in your possession at that time.
- b. This letter of appointment has been issued to you on the understanding that there is nothing in your past record which should have prevented the company from offering you the appointment. If, however, it is found that your past record is objectionable or if any declaration given by you to the company is modified or if you have willfully suppressed any material or information, in such cases you shall be liable to be removed from the services of this company, without any notice or compensation in lieu thereof.
- c. Acknowledgment of this appointment letter will automatically confirm your acceptance to above terms.

## **7. Job responsibility transfer/handover**

- a. While under the employment of IQ TechMax Private Limited and as per this appointment terms, you may be subject to transfer/deputation to other areas/departments/projects etc within the organization or within the associate companies of IQ TechMax Private Limited.

b. In case of separation from the company, you shall ensure that each and every job/task handled by you shall be handed over and explained along with updated status and reasons, follow up and completion advice to the concerned person coming into your position.

c. Improper / incomplete or refusal to handover will result in the company not clearing your employment and you shall not take up any other employment whatsoever or carry out business in any aspect until the issue is resolved.

#### **8. Non-conflict of personal & company's business interest**

a. During the course of your employment and thereafter, you will be required to keep all correspondences and exchanges with the company as well as all other information, trade secrets or materials received by you concerning our Business as confidential and not divulge to any person or firm or company such information. In case it is discovered that you are a part of such an activity, you shall be deemed to subject yourself to any disciplinary action as found deemed proper by the management.

If you are agreeable to the above terms and conditions, kindly confirm your acceptance of this offer from April 27th, 2020 by signing a copy of this letter or joining our offices immediately.

Wishing you the very  
best,

For **IQ TechMax Private Limited**,

**Prashanth Gandhidoss, CEO, IQ TechMax  
Private Limited**