

## **Private & Confidential**

1. *For Fresher candidates only (1.a to 1.f only):*
  - a. The training duration will be of 3 months or maybe extended based on performance.
  - b. Candidates have to submit Educational Documents to ensure commitment for initial 3 months.
  - c. After completing training period, you will be eligible to be hired for permanent position.
  - d. After completing training period, company will expect you to work for at least a year.
  - e. Significant progress during training period is expected from you.
  - f. Company will deduct your 1st salary as a security token. This amount will be refunded after a year from your employment effective after successful training.
2. Company has all rights to recover certain penalty in case of not completing 1-year employment after successful training.
3. Management has all rights to terminate your employment in case of misconduct or misbehave during employment
4. Candidates have to take prior approval to use/access/carry out any personal accounts or personal work.
5. Taking backup of any projects without approval or stealing any information is subject to employment termination.
6. All types of leave require prior approval. Failing to do so can impose 1.5 days leave penalty for each leave.
7. All employees are eligible total of 12 paid leaves during a year. Yearly cycle runs from January to December. Any employee joining during running cycle can avail 1 paid leave for each remaining month of current cycle.
8. All unused leaves will be encashed at the time of increment cycle of individual employee.

*Recd*

*Date*

9. Office timing is Monday to Friday-9:00am to 6:30pm including 45mins of lunch break.
10. In case of rare situation or satisfy business need, employee will have to work on Saturday.
11. In case of not serving 30 days' notice period, employee will not be eligible to get any due salary and amount from company.
12. Any Candidate who is currently serving the notice period, they will not get any type of increment from company.
13. Any Candidate who don't served the notice period, they will not get any type of company docs. (Experience letter or relieving letter)
14. Any damage to company property is subject to recover penalty amount from respective employee.
15. By signing this, you are agreeing not to compete on any product of the company for at least 3 years after leaving company.
16. This letter, together with the enclosed contract, constitutes the terms and conditions of employment with the Company.
17. Any further changes will be informed to all employees. You are liable to accept future changes.
18. We look forward to welcoming you to the Company and wish you a rewarding career over the years to come.
19. By signing this, you are accepting all terms & conditions mentioned above.
20. For any query or doubts, please reach us at [hr@geekwebsolution.com](mailto:hr@geekwebsolution.com)

*Raj*

Raj R Amancha  
(Candidate Signature)

For Geek Web Solution

*Raj*

Autho. Sign.

(Management Signature)