

April 17, 2019

Ms.Nikita Bhausaheb Dhepe
A/P Wadgoan Gupta,
Tal:- Nagar,
Ahmednagar-414111

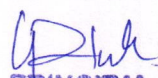
Sub. : **Appointment as Trainee Developer**
With effect from 18-Apr-19.

Dear Sir,

With reference to the interview you had with us, we have pleasure in appointing you as a Trainee Developer on following terms & conditions :

1. Offer Validity – It is valid subject to your-
 - a) Submitting a bank guarantee of Rs.1,50,000/- (Rs.One Lac Fifty Thousand only) in favour of Retailware Softech Pvt. Ltd. **OR**
 - b) Submitting your Original Certificate (Last Passed Out) immediately **OR**
 - c) Keeping an interest free deposit of Rs.1,50,000/- (Rupees One Lac Fifty Thousand only) for a period of one & half year.
2. Training period – For 6 Months Guided by seniors & other Experts.
3. During the course of training, you will carry our directions and instruction issued to you by the company, its officers and representatives and diligently and faithfully carry out duties and obligations. The course and manner of your training will be decided solely by the company at its discretion, and you may be required to work at any site
4. Salary – For 6 Months your in hand salary will be Rs.5000 and then increment will be based on Performance.
5. Working Hours – Morning 9.00 am to 5.30 pm
6. Weekly off – Sunday (or the weekly holiday at Client site you are assigned too).
7. Holidays – You are entitled of 8 days paid holidays during the year, as announced by the company every year.
8. Leave –
 - a) No leave of any kind is permissible during the 6 months of training.
 - b) Earned Leave will be calculated at the rate of 1 day for every 12 days worked (These shall not include weekly & paid holidays).
9. You will keep us informed about your Local/contact address whenever there is any change.
10. Right to terminate agreement –
 - a) Any misconduct on your part.




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- b) Failed to carry out any of your duties & obligations.
- c) Breach of any of the clause in this letter of offer.

11. During the term of your employment you would access certain confidential Information of the company. You will agree not to use, communicate, reveal or otherwise make available such information for any purpose to any person.

12. You will be governed by all rules, regulations & policies of the company (Annex Attached)

13. You shall submit 3 Passport Size Photos

14. You shall also submit a copy of your driving License if you posses one.

15. You shall be eligible for Personal accident policy for Rs.2 Lacs.

Awaiting an early response.

For Retailware Softech Pvt. Ltd.,

Ajit Thadhani
C.E.O.



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Ahmednagar

Rules, Regulations & Policies :

1. On joining the company you will get the appointment letter with terms & conditions which are acceptable by you. These would be changed from time to time and would be binding on you.
2. In case of resigning from the post, one month's notice is required. In case of short notice, company has the right to accept monetary compensation or demand fulfillment of the full notice period.
3. In - Out timing are very important for the audit purpose. Therefore, please mark your entry and exit using the company's biometric system for every entry/exit. Entries not found in the register will be marked absent.
4. In case you are getting late inform your superior accordingly. Only in case he is not available on phone, inform some other senior. Please inform before that you will be late and not for eg. at 9.25 that you will be in office in 10 mins (in case reporting is at 9 am). That is not very helpful.
5. Application for leave is to be submitted well in advance. Also, please take feedback of its being sanctioned. DO NOT PRESUME that it will be sanctioned.
6. If somebody remains absent a day earlier to holiday & a day next to holiday, then 3 days of leave will be considered.
7. Extra days working during the month will be adjusted against absenteeism. But in case working days exceed month days, then such days get accumulated & are to be adjusted against absenteeism in the following months. But these accumulated extra days cannot be adjusted against notice period.
8. While calculating Earned Leave, working days shall not include weekly & paid holidays. Earned Leave cannot be adjusted towards notice period. Also, earned leave is not encashable at the end of the year and needs to be consumed or forfeited. Please also note that no leave will be sanctioned for the month of March.
9. Smoking is strictly prohibited in the office premises.
10. Daily log is to be filled on a daily basis.
11. Whenever somebody goes out to client site, one should always carry Visit Log and installation kit. These visit log(s) are to be submitted on the same day or latest by next working day morning. In case you are travelling, such logs should be submitted on the next visit to the office.
12. Petrol register (if you are going out on official work) is to be updated same day with Initial & final meter reading & details of visit log No. should be specified. Allowance will be given only if details are furnished properly. Please understand that this system is for smooth functioning of our organisation. In this way, nobody's voucher will be held back. Also, auditors cannot object to this allowance. Otherwise, this amounts to a perk which will be taxable in your hands. Hence, this system should be followed religiously.
13. Any of us going out of station should inform their immediate superior immediately on reaching the site. Same is applicable for those who visit site directly (without first reporting to office in the morning or after lunch). In case of lack of information, the office is liable to mark you absent. Please also note that it is equally important to inform your immediate superior while leaving the client site – whether local or outstation.
14. If you are waiting at client site beyond 7 pm, please inform your superior before 7.30

pm on that same day.

15. Site clearance should be taken before going for fresh installation to client site.
16. TDS, Gratuity, ESI, PF, Profession tax deductions will be as applicable.
17. You are not allowed to bring personal pen drives / CD / DVD or any media to office premises. I pods or their clones are allowed but should not be connected to computers. Please observe this strictly.
18. Strictest possible action under the Indian Penal Code and the Information Technology Act will be taken against those found to be taking source code in any form in unauthorized manner (either physically or electronically) outside the office premises.
19. During the term of your employment, you would access certain confidential information of the company, its clients and associates. You will agree not to use, communicate, reveal or otherwise make available such information for any purpose to any person. If detected, legal action will promptly be taken.
20. You will be required to sign a confidentiality agreement with the company.



[Signature]
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