



Dear Mr. DEBANGAN CHAKRABORTI ,

Based on the discussions we are pleased to offer you a position as Web Developer Trainee .Hard copy of the Offer Letter would be handed over to you on the reporting date.

Wishing you a successful and rewarding career at WebInfoMart.

Congratulations and welcome to the WebInfoMart family.

Regards,  
WebInfoMart

**WebInfoMart**

B-36, Lower Ground Floor, New Multan Nagar, Paschim Vihar  
New Delhi – 110056

**[www.webinfomart.com](http://www.webinfomart.com)**

info@webinfomart.com, [career@webinfomart.com](mailto:career@webinfomart.com)

Tel: +91-11-42471065



Ref : WIM/DELHI/110049

1st February, 2013

Mr. Debanan Chakraborti  
C/O Dilip Kumar Chakraborti  
Station Road  
Jalpaiguri ,West Bengal ,735101  
Ph: 91+ 9910848268

Sub: Offer of Appointment.

Dear Mr., Debanan Chakraborti

1. With reference to the interview held at WebInfoMart office, we are pleased to offer you an appointment in our organization as a Trainee Web Developer operating out of our Delhi centre.
2. Your employment with us will be governed by the terms and conditions referred in Annexure-A.
3. Your joining date has been finalised as February 1<sup>st</sup>, 2013 and the offer stands withdrawn thereafter, unless the date is extended by us and communicated to you in writing.
4. Kindly give your offer acceptance in by filling up the Acceptance Letter.

You are requested to report on February 1st, 2013 to Mr. Debal Chakraborty, WebInfoMart , New Delhi at 9:30 AM to complete the joining formalities at WebInfoMart, B-36, Lower Ground Floor, New multan Nagar, Paschim Vihar , New Delhi - 110063. At the time of joining, you are requested to submit the copies of the documents as per Annexure-A.

5. In case of further clarifications, please write to [info@WebInfoMart.com](mailto:info@WebInfoMart.com) and quote the reference as above.

We welcome you to WEBINFOMART, and look forward to a long and mutually beneficial association.

for WebInfoMart ,

I have read the above terms and conditions of Employment and would hereby confirm strict adherence to the same.

Date :

Signature :

Place :

Name :

Witnesses :

1)

2)

**WebInfoMart**

Encl:Annexure-A (Terms & Conditions of Employment), Annexure-B (Checklist), Annexure-C Non Disclosure Agreement

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## TERMS & CONDITIONS OF EMPLOYMENT

### 1. Verification & submission of copies of certificates

As per the stipulation of Entry Level Trainee Program ,this appointment is subject to your performance in WebInfoMart

In addition, you are required to produce all your certificates viz. Marks sheets, provisional certificates in support of your qualifications in original for our verification at the time of joining and also submit one set of certified photocopies of the same for our records.

### 2. Training

You will undergo a 3 month in-house/project-based (No Stipend) (Probation Period) training at WebInfoMart Learning and Development Centre. Your performance will be closely monitored during the training period. After Completion of Training (Salary Rs.6000) for next 6 months , after 9th Month Review + Interview for Permanent Job Position (Minimum Salary : Rs. 8000/-, Maximum Salary : Rs. 12000/-) ,you will be absorbed in regular employment in an appropriate grade of the Company, if suitable vacancy/appointment exists.

### 3. Mandatory period of Service

In consideration of impartation of training, you shall work in the Company atleast for a period of 6 (Six) months from the date of joining WebInfoMart. During such period of training and service of 6 (Six) months, you shall not leave, abandon or resign from the services of the Company. In the event of your leaving, abandoning or resigning from the services of the company during the period of training and the mandatory period of service, or your services are terminated by the Company for breach of any of the terms & conditions of service or any other, you shall not directly or indirectly engage in or carry on, or be a part of the process of Software Technology in which you are trained/engaged at present and being carried on by the Company and you shall not serve in any capacity whatsoever or be associated with any person, firm or Company carrying on similar business as that of the employer Company either in India or abroad, for the remaining duration of the said mandatory service period. If you leave before the mandatory period of service, the company will have the full right to impose a penalty or fine for breaching the offer letter.

Signature of the Associate

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#### 4. Termination of Employment

- a) Either party can terminate this employment by serving a notice of 30 days on the other after the completion of the training period & the "Mandatory period of service" (i.e on completion of 3 monthsservice from Date of Joining)(as mentioned in Clause 3 above). However, if approved by the Company,an associate may surrender leave to his / her credit or pay salary (Basic) in lieu of Notice period. Similarly, the Company may pay salary (basic) in lieu of Notice period, if required.
- b) Unauthorized absence or absence without permission from duty for a continuous period of 3 days - during the training period & the "Mandatory period of service" (as mentioned in Clause 3 above) - would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.
- c) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- d) Reference check will be made from your institute. In the event WebInfoMart receives any adverse report about you which may be detrimental to the interests of the company; or if WebInfoMart opines that the information furnished by you is not true, then, the company reserves the right to terminate your services immediately (notwithstanding any other provisions) on the grounds of misrepresentation of facts and the company shall not be liable to pay any amount what so ever.

#### 5. Code of Conduct

You shall conduct yourself in conformity with the code of conduct, as in force from time to time. Further, you shall carry out the instructions in letter and spirit, given by your superiors and shall not disobey the instructions given. You shall not indulge in any unethical practices like "go slow" or non-co-operation etc.

#### 6. Restraints

##### A. Access to Information

Information is available in need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these are authorised through access privileges approved by unit Mentors or Project Mentors.

- Escalation/Exception Reporting
- A set of areas/jobs to be carried out by each function/circle will be decided
- For each area /job - a suitable policy will be formulated / evolved.For every policy - standards of measurement will be laid down Goals for year/quarter/month will be periodically reviewed.

Signature of the Associate

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#### B. Non disclosure

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents, etc., relating to the Company that may have come to your knowledge as an Associate of the Company. You are required to sign Non Disclosure Agreement at the time of joining.

#### D. Non Compete

Your position with the Company calls for whole time employment and you will 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 on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

#### a) Post Employment

On leaving the services of the company, you shall not take up a full-time/part-time employment with any of our Customers and Associates for a period of 1 years.

#### E. Authorization

Only those authorized under power of attorney may sign legal documents, representing the organization.

#### F. Smoking

We owe and assure a smoke free environment for our Associates. Barring some areas, the entire office premise is declared as "No-Smoking Zone".

#### G. Passwords

Access to our network and development environment is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.

If there is a need to take some of the equipments/infrastructure out of the office premises for any reason

Signature of the Associate

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The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk/CD drives, and a company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, the company uses sophisticated data encryption devices.

**a) Destroying Papers & Material**

Any official communication which is confidential in nature shall be destroyed after the purpose is served.

**b) Use of Company Resources**

You shall use the company's resources only for official purposes.

**7. State of Facts**

It must be specifically understood that this offer is made based on on your proficiency on technical/professional skills you have declared to possess as per the application. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the company shall have the right to terminate forthwith and you shall be considered to have committed breach of contract.

**8. General**

a) On completion of your training period, the company has the option to assign you to projects on any platform. This is based on the skills required for a particular project & the environment prevailing at that point of time.

b) As part of the training program, you will be required to come either early or late hours depending on the availability of machine and other resources.

The above terms and conditions are based on company policies, procedures and other rules currently applicable and are subject to amendments from time to time. You will also abide by all other rules and regulations of the company as shall be in force, from time to time.

In all matters, including those not specifically covered here, such as Travelling, Leave, etc., you will be governed by the rules of the Company framed from time to time.

You shall be present in the office during normal working hours i.e, 09:30 AM to 06:00 PM and other documentation provided to you, or during hours expressly designated for you in writing.

Signature of the Associate

I have read the above terms and conditions of Employment and would hereby confirm strict adherence to the same.

Date :

Signature :

Place :

Name :

Witnesses :

1)

2)

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Annexure-B

CHECKLIST

At the time of reporting, you are requested to submit the following documents \*

S. No.	Particulars	Checklist Yes / No
A.	Course Completion Certificate from the college Principal.	Yes / No
B.	Please bring the following certificates in <i>original</i> supporting your educational qualifications along with mark sheets for verification only. <i>two attested copies</i> of each document for joining formalities.	Yes / No
	Xth Certificate & mark sheets	
	XIIth Certificate & mark sheets	
	Degree Certificate & Semester/year-wise mark sheets	
	Master's Certificate & Semester/year-wise mark sheets	
	Diploma/PG Diploma Certificates & Transcripts	
	Any other Certificates with supporting documents, if any	
C.	Duly signed WebInfoMart's Offer of Appointment - 1 copy.	Yes / No
D.	Color Passport-size Photographs - 4 copies with White Background.	Yes / No
F.	Valid Passport	Yes / No
G.	PAN Card.	Yes / No
H.	Birth Certificate.	Yes / No

\* Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer of appointment.

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