



Mr. Ritesh Kumar

Date: 13.01.2017

**Offer Letter for the Post of Associate PHP Developer (Trainee)**

Dear Ritesh Kumar,

We are happy to offer you for the position of **Associate PHP Developer (Trainee)** in our organization with the following terms and conditions :

1. **Designation**

You will be designated as **Associate PHP Developer (Trainee)**

2. **Date of Joining**

Your date of Joining will be communicated to you in February 2017.

3. **Salary**

You will be entitled to get stipend after clearing the exam which will be held after 7 days of joining. The amount of stipend depends on your performance in the test and it will be around 7000 to 9000 /- per month.

4. **Place of Hosting**

Your present place of hosting will be at **A-Block First Floor, Hafed Complex, Near Wazirpur Depot, Delhi** and shall report to the manager project. You may be assigned duties from time to time depending upon needs and priorities of the company.

5. **Transfer**

Your services can be transferred from one job to another, one location to another, holding company or to any of its subsidiary/associate/sister company or vice versa, whether existing at present or to be setup in future.

**SyscomSoftech (P) Limited**

A Block 1<sup>st</sup> Floor Hafed Complex, Adjacent Wazirpur Depot, New Delhi  
www.syscomindia.com E-mail : info@syscomindia.com

6. **Probation**

You will be on a probation period for twelve months. First six months as Trainee- Industrial, seven to twelve months as Trainee-Software Developer .This period can be extended if your work is not found satisfactory.

7. **Leave**

All leave rules will be as per the existing rules and regulations of the company.

8. **General Terms and Conditions**

This appointment is governed by the general terms and conditions applicable to your level of the employees in the company.

A Copy of all terms and conditions is enclosed in Annexures.

We thank you for your interest you have shown and we believe you find your job in SyscomSoftech (P) Ltd. both challenging and rewarding.

We extend a warm welcome and look forward to your contribution to the growth and profitability of SyscomSoftech. (P) Ltd

For **SyscomSoftech (P) Ltd.**



**Shazia Karim**  
**HR Executive**

## Annexure-I

### Terms and conditions

1. Your employment shall be effective from the date of joining.
2. You will be on probation period for Twelve months from the date of joining. If you are unable to performance satisfactorily during training period, then it is up to management discretion to extend your probation period.
3. If you fail to clear the exam which will held after 7 days of joining than the exam will be conducted after every 7 days till the time you clear that. Your stipend will start only after clearing the exam.
4. During official tours you shall be paid TA and DA as per the existing rules of the company.
5. You shall be in full time employment with the company. Your working hours are 9:30 am. to 6:30 pm. for the time being. However these can be changed by the management at any point of time as per the need.
6. All leave rules will be as per the rules and regulations of the company.
7. Your training period may extend as per the number of leaves you will take during probation period.
8. Your services are liable to be discontinued at any time with one-day notice during probation period if your work is not found satisfactory and in case of leaving the organization, you have to give a minimum 15 days prior notice or salary in lieu.
9. Your services are liable to be transferred any where in India or at client's place at any point of time as per the need of the job without giving any notice thereof.
10. You shall not divulge any matter, policies or practices of the company to its associate or any related person.
11. You shall not take up any assignment whether related to computers or not, whether bearing any monetary gains or not, personally or through any other medium while in employment.
12. You shall not accept employment from any of our clients or business associates for whom the company has worked while being in service, for a minimum period of six months after leaving job from SyscomSoftech (P) Ltd.
13. In case of any dispute the management's decision shall be final and binding
14. If any information given by you in your application is found to be incorrect or false and/or if you suppress material information regarding your qualification and experience, SyscomSoftech (P) Limited reserves the right to revoke this offer without notice.
15. The terms of the offer are strictly between you and SyscomSoftech (P) Limited. Please treat this information as personal and confidential.
16. **This Offer letter should be accepted and signed within the duration of 48 hours after receiving it otherwise it can be cancelled by the management. Once this letter is accepted and signed by the candidate, then he/she becomes liable to join the company. Failure to do so, will give SyscomSoftech (P) Ltd. a right to take any legal action against the candidate.**

Accepted:

Date: