



To,
Shaik Motad Jani,
RGUIIT Nuzvid

Sub: Offer-cum-Appointment Letter

Dear **Shaik Motad Jani**,

With the reference to your application and subsequent interview, it gives us great pleasure to offer you an appointment to join our Organization as '**Software Developer (Intern)**'. Upon our discussions with you, we believe that there is an appropriate match between your skills and the career opportunity available with us.

Commencement of Employment:

Your employment will be effective with us, from "**6th Dec, 2021**". We shall complete the joining formalities and perform induction for you. Terms of the appointment are mentioned below.

Probation, Confirmation, Termination and Place of Services:

You will be on probation for **Three months**. During the probation period, if the management won't be satisfied with your work, the Management has the right to terminate the contract of employment without any notice period even after submission of any documents, access card and any other properties of the firm.

Payment for Services:

Your fixed stipend will be Rs. **5,000/- (Five Thousand Only)** on a monthly basis which Later on, the pay will be increased based on your performance.

Payday: The payment shall be made on 10th of every month.

Working Days and Hours:

Your working days and timings will be as per the company's rule pertaining to the office which you are currently attached to. Your work timings will be communicated by your reporting manager/HR.



+91 6281648293
+91 7032939059



contact@panaceaitservices.com
www.panaceaitservices.com



Increment & Promotion:

Your increment(s) will be on the basis of your performance and contributions in the job and will be at the sole discretion of the Company. Similarly, promotion, if any, will be based on company policies and will be at the sole discretion of the Company.

Confidential Information:

You shall not disclose your said employment or at any time thereafter divulge to any person whomsoever or make any use whatsoever for your own purpose or for any purpose other than that of the Company of any information or knowledge obtained by you during said employment as to the business or affairs of the Company or its method as to any trade secret or secret process of the Company or client contacts and you shall during the said employment also use your best endeavors to prevent any other person from doing so.

Projection of Interest:

If you conceive any new or advanced methods of improving process / systems in relation to the operation of the Company, such developments will be fully communicated to the Company and will remain sole / property of the Company. The company retains the ownership of the intellectual property rights relating to the inventions, patents and copyrights concerning the work undertaken while in the employment of the Company and you shall cooperate fully in transforming, registering or in any way securing such rights for the benefit of the Company and or defending such rights as it may be required of you by the Company.

Separation:

During the period of your employment, the company may terminate this agreement. Upon your separation from the company for any reason whatsoever, you shall not later than the effective date of separation:





- I. Handover charge to such person or persons as may be nominated by the company on that behalf.
- II. Surrender to the management of the Company or any person nominated / authorized by it, all original and copies of business documents, blueprints, reproductions or any data, tables, calculations, books, and identity/ attendance/ Access cards.

General:

The company shall have right to withdraw the offer of appointment or terminate your Employment without notice if:

- You commit any material breach of any of your duties and responsibilities under this contract.
- Any particulars mentioned in application are found false at any point of time or found to have willfully suppressed any material information.
- You become insolvent or bankrupt or are charged with any criminal offence, which is prejudicial to the interest of the company.
- If at any time in our opinion, which is final in this matter, you are found guilty of dishonest, disorderly behavior, negligence, indiscipline, absence of duty without permission or any other conduct considered by us detrimental to the interests of the Company.

Please submit the following documents at the time of joining 1) 1 Passport size photograph, 2) Any 1 Identity Proof, 3) Any 1 Address Proof and 4) Self-attested copy of all your educational documents as mentioned in your resume.

You are requested to join the services of the company no later than 07-12-2021, failing which please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.



+91 6281648293
+91 7032939059



contact@panaceaitservices.com
www.panaceaitservices.com



Panacea IT Services

We take this opportunity to thank you for the interest in our organization and look forward to welcoming you on-board.

For PANACEA IT SERVICES PVT LTD

Managing Director

B. Raga Deepika

ACKNOWLEDGMENT AND ACCEPTANCE:

I have read and understood the above terms and conditions hereby signify my acceptance of the same and submit the duplicate copy hereof:

Name:

Signature:

Date



+91 6281648293
+91 7032939059



contact@panaceaitservices.com
www.panaceaitservices.com