

Received original
offer letter
K. Naveen

H.No:- 16X31A033G

P.No: 7675078096

Clg: INDI



SURYA TECH SOLUTIONS

Leading Man Power Services to Telecom Sectors

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Date: 05-01-2021

Ref: STS/OFR

FIXED TERM EMPLOYMENT CONTRACT

Dear K. Naveen

We are pleased to offer you, the position of Trainee Engineer with SURYA TECH SOLUTIONS on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 18-01-2021

2. Job title

You are appointed as a TRAINEE ENGINEER, and you will report to Mrs. N. Divya, Hr-Manager.

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Andhra Pradesh, Telangana. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working hours are from 9.30 am to 6.30 pm and you are expected to work not less than 48 hours each week, and if necessary, for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are entitled to casual leave of 1 day.

6.2 You are entitled to Sick Leave working days of paid sick leave.

6.3 The Company shall notify a list of declared holidays in the beginning of each year.

Address: Flat no: 401, Bhavani plaza apts, Opp. Busstop, Ecil 'x' roads, Hyderabad-62
Contact: 8885785386, 7207299444 Emailid: suryasolutions5@gmail.com



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7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than **One-month** prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than **One-month** prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

11. Confidential Information

11. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11. 2 You must complete trainee engineer position based on performance you will be promote As An Engineer and you will be get a consolidated salary as per company Norms.

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12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official Record.

13. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.


Compensation Details

| | |
|----------------------|------------------------|
| BASIC SALARY | 9000 |
| TRAVEL ALLOWANCES | 4000(based on vehicle) |
| ACCOMMODATION | 3000 |
| PROVIDENT & ESI FUND | 1950 |
| INSURANCE | 458 |
| GROSS SALARY | 18408 |

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

- If candidate rejected in medical this offer letter is not valid.

Yours Sincerely,


Divya
Hr-Manager

Signature of the Employee

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