# Offer Letter

**Date: 16th July 2022**

**Dear,**

**Greetings from the Innovative and dynamic team of Aimbrill Techinfo and welcome aboard.**

Further to the interview you had with us, we are pleased to appoint you as 'Trainee' in our organization.

**The terms and conditions governing your training are given below:-**

## 1. Training period:

a. You will be on training for a period of 3 - 6 months effective date of starting of this program, which will be indicated to you.

## 2. Leaves:

a. Training is very important. So during the first three month of training period you can take only 1 unpaid leave. After that you will get a 1 paid leave.
b. In case of any emergency leave or half leave you have to immediately inform to your reporting manager/ team leader/ project manager via telephone or mail.
c. If you are taking a leave more than 2. Then the company may extend your training period.

## 3. Office hours and Timing:

a. Office timing is 9:45 AM to 7:30 PM **(IST Time Zone)**.
b. It includes 45 minute lunch break and 20 minute other break.
c. During training period alternative Saturday will be off.

## 4. Performance Bonus:

a. At the end of every month you have to submit the monthly learning report to the company and company will give you a task for it. Based on your task submission and performance company will provide you an extra bonus.
b. You have to save your all task in particular folder.

c. If your performance and learning is very effective then company will reserve some bonus on monthly basis and at the end of successful completion of the job.

## 5. Work Flow

a. Daily, at the end of day you have to report your work progress to your reporting manager/ team leader.
b. Company is following the project management tools. So you have to update each and every update on project management tools.
c. If you are ideal in any condition or stuck then you have to inform to your reporting manager or team manager regarding other tasks.
d. If you have not any task assigned then you have to create a learning task and update it to project management tool.

## 6. Consolidated Stipend and Salary Structure:

a. During training period if you are eligible for stipend then based on your performance you will get a stipend. Which will deposit on every 10th day of the month.

| | |
|---|---|
| Stipend Range | 5000 INR – 7000 INR ( Monthly) |
| Performance Pay | 1000 INR – 3000 INR ( Monthly) |
| Reserve Gratuity( based on performance) | 12000 INR – 24000 INR ( Yearly) |

b. After completion of the training company may offer you a job opportunity. Based on your performance and based on your role. Company will offer you an employment offer.

## 7. Notice period during training:

a. The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause violation of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days' notice or upon payment of stipend in lieu thereof.
b. During the probation period, you decide to resign from the company; you have to serve the notice for a period of two months.
c. The management also reserves the right to extend the probation period if your performance is not satisfactory.

## 8. Service Condition

a. You are required to submit following documents.

- Letter of appointment, letter of release from all previous employer(if applicable)
- Last three salary slip, Form-16 of last two years. (If applicable)
- Copy of academic and professional qualification (Degree/Certificate)
- Copy of full and final settlement. (If applicable)
- Last semester mark sheet
- Any of the Government Id Proof
- Passport size photo
- Degree certificate
- Bank Details
    1. Account Number
    2. IFSC Code
    3. Your Full Name
    4. Bank Name/Address/ Branch Name

9. You will be required to sign this Appointment Letter-cum-Indemnity Bond / Agreement on joining.

10. This appointment is subject to:

a. Your having secured a certificate of completion as declared by your Institution/ University.

b. You're being examined & found medically fit. 8. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of two-four months with an interim review after Two months.

11. In any case, if you want to discontinue the training with the company for the best reason known to you, you are required to request the management or the discontinuation of the training, along with the reasons. The acceptance / rejection of such request are only on the discretion of the management.

12. On successful completion of training, based on your performance during and at the end of the training period, company may offer a job for which they agree to be in employment of the Company in the appropriate cadre depending on suitable openings.

13. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of discipline / trust, your services may be terminated by the company with immediate effect.

14. You will also be governed by the standard terms and conditions applicable to the managerial cadre of the company as existing now and as may be amended from time to time.

15. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us. Whilst welcomes you to the Aimbrill Techinfo Group, we wish you good luck and a very bright career with us.

Kindly go through the content and return the duplicate copy of this letter duly signed by you as token of your acceptance for the terms and conditions mentioned herein. We welcome you aboard and wish you all the very best in your new assignment.

I have read and understood the agreement clearly. I was given adequate time to read and sign the agreement.

Best Regards,

**For Aimbrill Techinfo**



**Dharmik Valani**

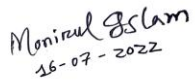
## DECLARATION

I have carefully read the above terms and conditions and that they are acceptable to me in full.

**Name: - Monirul Islam**

Address: - *Bohodarhat,Chittagong,Bangladesh.*

Date and Signature:




Monirul Islam

16-07-22