



To,

Date: 26-07-2021

Sundar S G
Erode.

Re: Offer of Appointment

Dear Sundar,

We at **ZEC** are pleased to offer you the position of **Digital Product Development Intern**.

This offer of employment is subject to you completing and passing every stage of your training period wherein should you be successful you will be under a internship period of **three months** at **Zafer Electronics And Communications Private Limited**.

Based on your Performance, Attendance, Discipline and Adherence towards schedules, your service will be confirmed only after the completion of the internship period, which is **3 months** from the date of joining on **26th July 2021**.

During the period of your services, which would commence upon the successful completion of your internship, you shall be paid a Gross consolidated stipend if we are satisfied with your performance.

Please signify your acceptance of our offer by signing and returning to us the enclosed copy of this letter along with the signed employment contract.

For Zafer Electronics and Communications Private Limited

Authorized Signatory

I hereby accept employment on the conditions set forth in this letter.

Accepted Sundhar S G

ZAFER ELECTRONICS AND COMMUNICATIONS PRIVATE LIMITED
77, Kandasamy Street, Erode - 638003,
INDIA Phone : +91 98946 82287 / +91 9566506235
Website: www.zaferindia.com

ANNEXURE I

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Working Hours:

The work timings are at the sole discretion of the management and would normally consist of 48 hours work per week. These are subject to change as per business requirements. Same numbers of hours are expected even when you are on work from home, unless communicated otherwise by ZEC. Employees are expected to work in shifts based on business requirements.

Internship:

You will be on Internship for three months from the date of joining. At the end of the Internship period, subject to your performance, your service will be confirmed and you will receive a letter to this effect. During Internship, the company may terminate your employment if you don't meet the performance or it may be based on other disciplinary or integrity issues.

Appraisals:

The first appraisal will be given after 6 months from the date of joining (Training period is excluded). The second appraisal will be 12 months from the date of 1st appraisal. The second appraisal will be more detailed and take in many more important factors based on your last eighteen months employment with ZEC. Appraisal of an employee is based on the satisfactory performance, attendance, conduct and attitude within the organization.

Conflict of Interest:

You will have to undergo a training program after joining the company, the company has the right to terminate your services if your performance or the conduct is not found satisfactory in the training and you will not be paid the remuneration for the number of days spent in the training unless and until you don't qualify the assessments and join operations floor. Your position with the company calls for your 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 in an advisory capacity or to be interested directly or indirectly in any other trade or business, without written permission from the company.

Accepted: Sundhar S S

Leaves:

We at ZEC believe in the dignity of work and self-discipline, which is expected from all of the employees. If any employee is found taking unscheduled leave during his/her tenure in the company, the company can deduct extra one days salary for not showing punctuality towards his/her profession. Immediate warning letter will also be issued to the concerned employee.

Holidays:

ZEC offers 10 to 15 days of holidays in the year end where our productivity will be stopped for Christmas and New Year. Any religious holidays or traditional holidays are considered to be a personal leaves.

Transferability:

During your employment with ZEC, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of ZEC whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective ZEC policy in force from time to time.

Notice for Termination:

The written notice required for termination of employment will be **1 month** notice by either party. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under ZEC's disciplinary procedure your services can be terminated without any notice period.

Non-Disclosure:

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to ZEC. **Your salary details are to be kept confidential**; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of ZEC.

Business Code of Conduct and Ethics:

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Accepted: Sundhar S S

Information Security:

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. This includes, but is not limited to, intellectual property, proprietary trade information, client information, technical details, scripts, training materials, client information data, and leads, any breach of this will definitely result in prosecution of the concerned employee (No Exceptions). Employees are responsible for maintaining information security outside the premises of Organization and outside the normal working hours.

Joining Requirements:

You are required to contact **Mr. Ahamed Ezaz Rasool S** on the date you report for work as per terms of offer letter at 9:00 A.M. You are required to submit a copy of the following documents for joining:

1. Photocopies of educational certificates (Class X onwards)
2. Five recent passport size photographs
3. Photocopy of ID Proof (PAN Card / Voter ID Card)
4. Photocopy of Address Proof (Passport / Driving License)
5. Photocopy of Aadhaar Card

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by ZEC (if applicable)

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to ZEC to get an employment with ZEC, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then ZEC reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation etc. ZEC also reserves the right to take such other action as permitted under law.

Accepted: Sundhar S S

ZEC reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above Terms and Conditions of appointment and return it to us for office records.

The terms and conditions mentioned herein takes effect from the date of joining as mentioned in this letter and is valid only if it is hard signed and accepted by both the parties.

We are excited about your decision to join the company and wish you a long successful career with ZEC.

Sincerely,

Name :

Place :

Date :



For Zafer Electronics And Communications Private Limited.

(Authorized Signature of Issuer)



Read and Accepted



Completed Document Audit Report

Completed with SignWell.com

Title: ZEC Offer Letter Sundar






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Files

ZEC Offer Letter Sundar.pdf

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Activity

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