



OFFER LETTER

Date: December 27, 2021

To,

Mr./Mrs. Mohammed Ayub. A,

This is with reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been appointed as **IT Recruiter – Trainee** with effect from **January 1, 2022** in our Company on the following terms and conditions: -

1. That you will be kept directly under the Supervision of a senior person deputed to impart training to you and you will work in accordance with the directions given to you from time to time by the person under whom you may be directed to work.
2. That the initial training facility will be for a period of three months and it will extend to one year from the date of joining if your performance found satisfactory and it will come to an automatic end on the expiry of the aforesaid period. However, the management may at its sole discretion withdraw the facility and discontinue the training at any time without assigning any reason and or notice. Your period of training could also be extended beyond one year by mutual consent.
3. You are required to perform the services for the company for minimum 24 months from the effective date (January 1, 2022) of Joining. On breach of the agreement, the trainee agrees to pay as compensation to the Employer a sum equal to the cost to company (CTC) prorated for the remaining period of this contract in addition to the notice period payments as per the appointment letter.
4. After Completion of training, company will reserve the right to offer you the job based on your performance. If your performance is not up to the mark during the training, company will inform you two weeks prior to completion of training about the inability to offer the Employment. Else you will be eligible for the employment automatically at the end of the training and will be bound by this agreement to serve the company for a period of 12 months from the date of employment i.e. (January 1, 2023). Exnovations Digital Services LLP. has the discretion to transfer your employment to its sister concern (i.e. **Intelizign Engineering Services Pvt. Ltd.**) at any point of time, with the continuity of your service.
5. During the training period (One year), you shall not be entitled to any of the privileges or rights of regular employees of the company. However, you shall be entitled to avail one day (1 day) Trainee leave per month and leave if any availed in excess would be leave without pay. No advance leave is permitted during the training period.
6. The company will not be responsible for any loss hurt or accident which might happen to you during the training period and you will not be entitled to claim or demand anything on account of any of the above-mentioned reasons.
7. The trainee shall abide by the Standing Orders or general rules of the company during the tenure.

EXNOVATIONS DIGITAL SERVICES LLP

#No: 9, Second Floor, Murrays Gate Road, Alwarpet, Chennai – 600 018, Board: +91-044-2433 3205
5th Floor, EFC Tech Centre, Hinjewadi Phase 1, Near Ruby Hall Clinic, Pune-411 057, Board: +91 844601 9875



8. The company may terminate this agreement at any time before the expiry of the stipulated term without any notice in writing if the Trainee:

- Commits any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of the duties affecting the business of the company.
- Does not perform as per the expectations set by the project and training standards continuously for a period of 2 months.

9. That during the period of training and Probation, you will receive a stipend of Rs.21500/- per month including taxable and non-taxable allowances. After successful completion of your probation, the package would be increased based on your performance.

10. All disputes and claims arising out of the terms and conditions of the Agreement shall be subject to the jurisdiction of Courts in the city of Chennai only.

Upon joining the company, you will have to sign a formal agreement with the company with the above-mentioned stipulations.

Please sign the duplicate copy in token of having understood and in acceptance of the terms and conditions mentioned above.

Yours faithfully,

Ragman Begum K
DGM, Human Resources

Acceptance of candidate,

Signature -

Name:

Date:

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