



Mr. Shivdutt Deo Pandey
Sonbhadra, Uttar Pradesh

Ref: SWACA/HR/LKO/23-24/112
Date – 31th MAR 2023

OFFER OF APPOINTMENT

Dear **Mr. Shivdutt Deo Pandey**,

We are pleased to appoint you as **Trainer – IT cum MIS** in our organisation. Your appointment takes effect from **07th of APR 2023**. The terms and condition of employment would be as under:

- 1. EMOLUMENTS:** At present Monthly Salary will be **Rs. 20,000/- (Rs. Twenty Thousand only)**.
- 2. PROBATION PERIOD:** You will be on probation for a period of **Three Months**. During the period of probation, your progress will be reviewed periodically. After satisfactory completion of the probation, HR will issue confirmation letter to confirm your appointment.
- 3. SERVICE CONTRACT:** Your service will be governed by the service rules and regulations of the organisation, which are in force or which may come into force from time to time, as applicable to all employee of the organisation.
 - a) You shall have to serve one month mandatory notice period for resignation from the organisation.
 - b) You are expected to deal with the company's money, material and documents with utmost honesty and professional ethics.
 - c) If any declaration given or furnished by you to the organisation proves to be false or if you are found to have willfully suppressed any material, information, in such case you will be liable to removal from service without any notice.
 - d) SWACA will be incurring expenditure on your 'On Job Training'. The organisation shall absorb the cost of training, In case you decide to leave the organisation before 6 months time you will have to compensate the organisation for the cost of training, which will be calculated and informed to you after receiving intimation from you to that effect and shall be recovered accordingly.
 - e) You shall not commit any criminal offence and not otherwise breach any law or regulation which could adversely affect the interests of the organisation or the provision of the services.
 - f) You shall not do any act which is prejudicial to the organisation's interest or commit breach of ethical policy/policies of the organisation as detailed in Ethics Policy.
- 4. PLACE OF POSTING AND TRANSFER:** Your appointment is for **Lucknow**. During your employment with this organisation, you may be posted or transfer/attached to any Organisation of the SWACA GROUP or to any of the offices/subsidiaries/units/associated offices of the organisation, to any town or city in India or abroad, at the sole discretion of the Management.
- 5. OTHER EMPLOYMENT:** During the continuance period of your employment with us you shall not work directly or indirectly for any other firm, organisation or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.
- 6. ON SEPARATION:** On acceptance of resignation or termination of appointment, you will be obliged to:
 - a) Handover charge of your responsibilities in the manner required to such as nominate by the organisation.
 - b) Return to the organisation all correspondence, specifications, formulae, books, documents, cost data, market data ,literature ,drawings, software/hardware, effects etc. before you are relieved , and shall not make or retain any copies of these items.

c) Vacant the accommodation provided by the organisation and to handover the Laptops, vehicle, furniture and all other properties of the organisation before you are relieved

7. SECRECY: a) You will not give anyone, by word of mouth, writing, facsimile any particulars or details, which you acquire during the course of your employment of our working systems, technical knowhow, security arrangements, administrative and/or organization matters of our and our client whether confidential, secret or otherwise ,either during your employment with organisation or afterwards.

b) Please note that the terms and conditions of your service contract as stipulated here or to be intimated hereafter, are to be treated as strictly confidential and you are not to divulge its contents to any employee of the organisation/person connected with the organisation.

You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of your accepted the same.

With Best Wishes,

Sincerely yours,

For **Social Action for Welfare and Culture Advancement**



(HR DEPARTMENT)

I **Shivdutt Deo Pandey**, have read and understood thoroughly the rules of service and the above terms of my appointment of my service and I do hereby agree with all terms as above and I shall abide by all general rules of service which are now or may thereafter to be in force and accordingly I accept my appointment of my service with you.

EMPLOYEE SIGNATURE IN FULL:

DATE:

Notice Period: - The contract could be terminated by giving one month notice or salary in lieu thereof from either side at any point in time.

During the probationary period and any extension thereof, your services may be terminated by giving one month's notice or salary in lieu thereof from either side at any point in time.

However the organisation reserves the right to terminate any point of time for followings:-

- a) During the probationary period and any extension thereof, your services may be terminated by giving one month's notice or salary in lieu thereof. Your services continuation is governed by the project period and further availability of projects.
- b) The organisation reserves the right to terminate your services/employment without serving any notice with immediate effects in the following conditions:-
 - i) Dereliction of duties / gross negligence
 - ii) Any act of Indiscipline or breach of organisational policies
 - iii) Unauthorised absence from duty for a continues period of seven days or more.
 - iv) Indulgence in any kind of criminal acts and moral turpitude / fraud integrity related issues.