



LETTER OF JOINING

DATE: 25/10/2023

To,
Shubham Tiwari
Current Add: H No.-126 Khujhi kala, shitlaganj Patti, Pratapgarh, U.P.-230142
Rental Add: C-92, sector m, Aliganj, Mama Chauraha, LKO, U.P.
MOB: +91- 7619983829/9918819875

Subject: OFFER FOR EMPLOYMENT

Dear Shubham,

With reference to your application and subsequent interview, we are pleased to offer you employment in our organization as a **PHP Developer Trainee**.

First 3 months of training will not be paid.
After training you will be paid **8k/month** as per performance.

As discussed, your joining date will be **3rd October 2023** and you are ready to sign 1.6 year bond with Duplex Technology Services Pvt. Ltd with all terms & conditions that are mutually discussed in your final interview. You shall report to at our Office at 09:30a.m. Further, you shall get a detailed appointment letter upon joining which shall include all terms and conditions of your employment with details.

We Request you to bring the following documents/Credentials at the time of joining and submit these documents to the HR Department on the day you join our organization:

- Photocopy of all your Academic Qualification documents (Degree or Certificates etc.)
- Previous employment Docs like joining letter, experience letter, relieving letter, salary Slip etc.
- Aadhaar/PAN card
- Father's Aadhaar/PAN card
- Father's Contact number
- Four passport size photographs
- Copy of joining letter
- Crossed cheque of bank

Shubham Tiwari

25/10/2023

Probation period: 3 Months

Note:

- 1- Notice period will be of **45 working days** which is applicable after completing the bond period of 1.6 year. You mandatorily inform us 45 working days before willing to switch in written. No documents will be given if an employee left without information/Approval or fail to serve notice period also the condition may cause withheld the last paycheck.
- 2- No paid leave will be given during the Training/Probation Period & Notice Period.
- 3- If an employee takes leave in Training/Probation, then the absent days will be further added to complete the 90 days notice period for his better evaluation.
- 4- Office timing 9.30 a.m. to 7 p.m.
- 5- Six days working. Saturday will be WFH till the next update from HR.
- 6- If any project is copied or related content/data is leaked to any outsider by you, you will have to pay 50% of the total product cost.
- 7- You will have to arrange your laptop/system during training/probation period and Saturday working.

We welcome you to DUPLEX TECHNOLOGIES SERVICES PVT LTD and wish you a rewarding career ahead. Please feel free to get in touch with us for any further information.


Best Regards
Priyanka Mishra



HR Manager

DUPLEX TECHNOLOGIES SERVICES PVT LTD

Mob: +91-9129294153

Mail id: hr@duplextech.com

Website: <https://www.duplextech.com/>

ACCEPTANCE:

I **Shubham Tiwari**, accept the company terms and conditions and confirm by taking up the position as a **PHP Developer Trainee** from **3rd October 2023**.

Signature: *shubham Tiwari*

Date: *25/10/23*