

**Effective Date:** April 01, 2025

CYNO/APP0597

Dear **Nandini Kukreti**,

We welcome you to Cynoteck Technology Solutions Pvt Ltd!

Every employee including you is an asset to our organization, and we hope you bring a new dimension to our organization. Every employee's success is our success, and We are sure as much as us you are here to build something you can be proud of. We at Cynoteck give freedom to every individual to spread their wings and fly.

We invite you to join us as a **Software Consultant**, and experience an inclusive, collaborative, and learning culture with the support of technical & business experts, mentors, leaders, and colleagues. You will thrive in an environment that cultivates creativity and individuality. Be a part of projects that help make the world work better.

Currently Cynoteck is at a transformation phase with many positives happening all around. We hope you put your best foot forward to help us build an enterprise everyone can be proud of. At Cynoteck, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Let the ship sail

And reach a new destination!!!

Warm regards,

**UDIT HANNA**

**CEO – CYNOTECK TECHNOLOGY SOLUTIONS PVT LTD**

  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)

Regd. Address: Plot No. A3-A4, Sidcul IT Park, Sahastradhara Road,  
Dehradun (Uttarakhand) 248001.

CIN No.: U72300UR2013PTC000887

Dear **Nandini Kukreti**,

Congratulations! We are pleased to offer you the position of **Software Consultant**, at Cynoteck Technology Solutions Pvt Ltd. The terms and condition of your employment contract at Cynoteck are detailed below. Please read these important details carefully, including your remuneration details.

### **Acceptance and Commencement**

Your appointment will be effective on your joining date i.e., **April 01, 2025**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To Confirm your acceptance of this offer, you are required to:

- Acknowledge this offer by reverting on the mail of your offer letter. Please note that if you do not provide your acknowledgement/acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the HR Department at least 3 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 3 days from the joining date specified above.
- On your first day of employment, please report at 11:00am to Plot No. A3-A4, SIDCUL IT Park, Sahastradhara Road, Dehradun (Uttarakhand) 248001.

### **Obligation**

You are expected to fulfill a minimum commitment of 16 months with the company starting from your date of employment.

### **Checklist of Documents**

Here is the checklist of documents that you are requested to bring along to complete your joining formalities. It is mandatory to provide these documents as its required for background verification, as per our process.

1. Graduation – All Semesters/Years Marksheets along with provisional/university certificates.
2. Post Graduation - All Semesters/Years Marksheets along with provisional/university certificates.
3. Offer/Appointment Letters of all prior organizations.
4. Last 3 month's pay slips from the last recent organization
5. Relieving and Experience letters of all prior organizations
6. PAN Card (Colored Photocopy)

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7. Aadhar Card (Colored Photocopy)
8. Passport (Optional) and one address proof document (Voter's ID / Driver's License)
9. Four Passport Size Photographs
10. Latest Copy of your CV

Failure to provide this to the HR Department within one month from the date of joining will result in termination of your employment without any notice.

### **Location**

As informed, your place of posting shall be at **Dehradun (Uttarakhand)**. However, organization reserves the rights to transfer you to and / or utilize your services in any of the company's offices, work sites or associated or affiliated companies located within the country or abroad. You may be assigned to any other department as per the requirements of different projects.

You may be required to travel on company work and you will be reimbursed expenses as per Company's HR policy.

### **Hours of Work and Leaves**

You need to provide 9 hours login in the organization on your 5 working days i.e., Monday to Friday. Only 1<sup>st</sup> Saturday of the month is working, and you are required to log minimum 9 hours on the working Saturday, rest Saturdays are off.

You will be aware that the Company works on round the clock model depending on customer's need. You hereby consent, should your role and project require it, to working on any shift, to support the business requirements of the company.

You are entitled to General Leaves (Personal & Sick leave), right from your date of joining. You will be eligible for 24 General leaves annually i.e., 2 Leave are credited monthly.

You should intimate your manager as soon as possible if you are unable to attend work due to illness and injury. If you are absent for a continuous period of 5 or more days without any intimation for your leave obtaining your manager's and HR Department's approval, then appropriate action will be taken as per HR Policy resulting in immediate termination of the employment.

You are entitled to carry forward your paid leaves to the next year. 2/3rd of remaining leaves will be carried forward out of which 1/3rd will encash in case where 2/3rd is equals to or more than 11 leaves. Encashment is calculated based on employee's basic salary.

### **Probation and Confirmation**

The company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall always maintain a satisfactory level of performance.

You will be on probation for a period of 3 months from the date of joining. Your employment will be deemed confirmed on completion of 3 months, unless your probationary period is extended by the Company in writing.

### **Termination of Employment During Probation**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, the company at its sole discretion may at any time terminate the employment without any notice.

### **Code of Conduct**

You will read, understand, and abide by all the rules and regulations of the Company including the Employee Handbook and any other policies, practices, systems & procedures which are in force from time to time. The Company shall have the right to vary or modify any or all the above terms and conditions which shall be binding on you.

### **Expectation of Privacy**

You acknowledge that in consideration of the use of the Company's communication and information technology assets in the course and scope of your employment, the Company shall have the right to monitor and inspect all documents and communication contained therein or made thereon. In that regard, you acknowledge and accept that you have no reasonable expectation of privacy with respect to the use of the Company's communication and information technology assets.

## **Compensation and Benefits**

### **Consultancy Fees**

Your monthly consultancy fees will be **INR 17,500 (Seventeen Thousand Five Hundred)** before tax.

**Note: As per Section 194J of the Income Tax Act, a 10% TDS will be deducted from your monthly payment.**

### **Benefits:**

In addition to your consultancy fees, you will be eligible for the following benefits:

Benefits	Monthly (INR)	Annual (INR)
Health Insurance	200	2400
E-Voucher	1000	12000
<b>Total Benefits</b>	<b>1200</b>	<b>14400</b>

Your annual total employment cost for the company would be **INR 2,24,400 (Rupees Two Lakh Twenty-Four Thousand Four Hundred Only)** including Health Insurance and E-Voucher. EPF not applicable.

Your individual remuneration is strictly confidential. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without Cynoteck's prior written authorization.

### **Perks**

Cynoteck will provide the recognition and rewards to the employees every month based on their line managers recommendation for encouraging a good work. The cash prize is INR 2k.

You are entitled to the Comp off policy. It will depend upon the sheer consent of your Reporting Manager and approval of Management. You can claim the Comp off within 75 days.

Employees who are entitled for a bonus from the company cannot claim their bonus component in case of resignation before the bonus amount is distributed.

Your health insurance coverage amount is **INR 1 Lakh.**

You will be governed by the Company rules, as amended from time to time. You will not be entitled to provident funds, and other benefits in accordance with such rules.

### **Notice Period**

#### **Duration**

Employees are liable to serve a mandatory 90 days' notice in case anyone wants to exit the organization.

#### **Notice Period Buy Back**

On Manager's discretion, an employee can buy back a maximum of 1 month notice in lieu of his salary.

Upon your resignation or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files etc.

### **Background Checks**

You're joining and continued employment at Cynoteck is conditional upon satisfactory reference & background checks including verification of your application materials, education, and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e., You do have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information your qualification and experience, the company may terminate your services without notice or compensation.

### **Other terms and conditions**

The other terms and condition of the offer are as follows:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Cynoteck. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the work hour Policy of the Company. If the rotational shifts require you to work night shifts, the HR policy on night shift allowance of the Company (if in force) will be made applicable to you.

You agree to utilize Cynoteck's resources, materials, and training programs as applicable. you may be given access to confidential information, data, business property, keys to premises and any other business-related property/information in the performance of their duties. Employees must act in good faith towards Cynoteck and must prevent the unauthorized disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal and it may lead to monetary damages and other remedies.

## **Disciplinary Actions**

This outlines the company's approach to managing employee conduct, performance, and adherence to workplace policies. It is intended to ensure a fair, consistent, and transparent process in maintaining workplace standards.

### **1. General Conduct**

As an employee of Cynoteck, you are expected to comply with all company policies, procedures. Failure to do so may result in disciplinary action, depending on the severity of the violation.

### **2. Types of Misconduct**

Disciplinary actions may be taken for, but are not limited to, the following types of misconduct:

- Violation of company policies or procedures.
- Poor performance or failure to meet established job standards.
- Unprofessional behavior, including harassment, discrimination, or bullying.
- Unauthorized absences or habitual tardiness.
- Breach of confidentiality or misuse of company resources.
- Any illegal activities or acts of dishonesty.

### **3. Disciplinary Measures**

Depending on the nature and severity of the issue, the company may implement one or more of the following disciplinary actions:

- **Verbal Warning:** A formal conversation addressing the issue and expectations for improvement.
- **Termination of Employment:** Dismissal from the company for severe or repeated violations.

### **4. Investigation Process**

All disciplinary matters will be handled in a fair and impartial manner. The company will investigate any alleged violations to establish facts before taking any action. Employees will have an opportunity to respond to allegations during the process.

### **5. Documentation and Confidentiality**

All disciplinary actions will be documented and maintained in the employee's personnel file. The company will ensure that matters are handled confidentially and professionally.

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#### **6. Right to Appeal**

Employees may appeal any disciplinary action by submitting a written request within one week to HR Department. The appeal will be reviewed, and a final decision will be communicated in writing.

#### **7. Company Policies**

Employees are encouraged to familiarize themselves with the company's policies and procedures as outlined in the HR Policies and Procedures Manual. Any updates to these policies will be communicated promptly.

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*V*  
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0135-2608366  
info@cynoteck.com  
www.cynoteck.com

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter, on the date of joining.

We welcome you to the Cynoteck family for a long and successful and mutually rewarding relationship.

Wish you a very Happy Joining with **Cynoteck Technology Solutions Pvt Ltd!**

**For Cynoteck Technology Solutions Pvt Ltd**

Sincerely,



**Saurabh Bhatt**  
(Human Resource Head)

**Signature**  
(Nandini Kukreti)

*S*  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)