



An ISO 27001:2013 Certified

Cynoteck

Technology Solutions Pvt. Ltd

Reg. Address: – Plot No. A3-A4, SIDCUL IT Park, Sahastradhara Road, Dehradun (Uttarakhand)-248001

Contact No: - 0135-2608366, <http://www.cynoteck.com>

Effective Date: March 04, 2024

CYNO/APP0497

Dear Nitin Singh,

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 **Trainee 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 HANDA

CEO – CYNOTECK TECHNOLOGY SOLUTIONS PVT LTD

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Swami Rama Himalayan University
Dehradun (Uttarakhand)



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Dear Nitin Singh,

Congratulations! We are pleased to offer you the position of **Trainee 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., March 04, 2024. 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 Recruiter/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 10:30am to Plot No. A3-A4, SIDCUL IT Park, Sahastradhara Road, Dehradun (Uttarakhand) 248001.

Commitment

1. You would be required to serve a minimum period of 19 months with the company from the day of your joining.

Required Documents

On your joining date, please bring the following with you:

- 1 copy of this letter duly signed
- 4 passport size photographs

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- Copy of your address proof – Pan card & Aadhaar card (if you do not have one, please apply immediately and provide the enrolment number on the day of onboarding).
- Medical Certificate (Mandatory)
- Passport (Optional)
- Copies of Education certificates, Mark sheets supporting your Qualification (10th, 12th, Graduation, PG)
- Latest copy of your Resume

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 policy.

Working Hours

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


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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.

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 confirmation. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company.

Leaves

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 Leaves are credited on a monthly basis.

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 days without any intimation/leave or obtaining your manager's approval, then appropriate action will be taken resulting in termination.

You are entitled to carry forward your leaves to the next year. 2/3rd of your remaining leaves will be carried forward to the next year.

Compensation and Benefits

Salary

Your annual total employment cost to company would be **INR 2,10,000 (Two Lakh Ten Thousand Only)** EPF not applicable.


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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 2000.

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

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

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof.

Duration

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

Notice periods buy back

On Manager's discretion, an employee can buy back a maximum of 1 month notice in lieu of his salary. In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

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.


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Background Checks

Your 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 working hour policy of the Company. If the rotational shifts require you to work night shifts, the 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.

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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 delightful association with **Cynoteck Technology Solutions Pvt Ltd!**

For Cynoteck Technology Solutions Pvt Ltd

Sincerely,

Saurabh Bhatt
Human Resource Head

Signature
(Nitin Singh)


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