



Date: 19th September, 2022

To,
Mr. Mahendra Kumar,
mahendragehlot005@gmail.com
Mobile No: 9784967821

Subject: Updated Offer to the Candidate for Training and Placement

Dear Mr. Mahendra Kumar,

This is with reference to your interview, with Acty System India Pvt. Ltd, hereinafter referred to as "The Company".

We are pleased to inform you that you have been selected for the Training-cum-Placement opportunity as a **Project Trainee**.

The training will be for 6 months starting from 01st February, 2023 to 31st July, 2023 at our office situated at Acty System India Pvt. Ltd., Office Nos. 14 and 15, Second Floor of the building, "Campus Corner-II", Opp. Prahladnagar AUDA Garden, Prahladnagar, Satellite, Ahmedabad, Gujarat-380015.

The Company may appoint you as an employee effective from 01st August, 2023, subject to:

1. Your good performance during the training.
2. Successful completion of all your degree requirements.

The company will determine the assignments to be carried out by you during the training Period and will guide you from time to time to enable you to complete the same.

The training stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month will be applicable from 01st February, 2023 to 31st July, 2023, and after completion of training, from 01st August, 2023 the salary will be revised to CTC Rs.3,45,150/- p.a

You would be entitled to all company holidays including Saturdays and Sundays. You are Entitled to no other leave unless explicitly approved by your immediate supervisor. Leaves taken during the Training Period will be treated as "Leave without Pay".

Please return a duplicate signed copy of this offer letter.

The above offer is valid only till 21th September, 2022.

Incase of any kind of communication kindly contact to below contact details:

Email Id: asi-hr@acty-sys.co.in

Yours truly,

Tarun Shah
Authorized Signatory
ACTY SYSTEM INDIA PVT. LTD.



General Instructions: Rules & Regulations

1. In general, working time shall be from 09.00 AM to 6:00 PM, but sign-out time may vary depending on Project Work.
2. Employee must be at the place of work by the fixed / notified time, a trainee who reaches the office after the starting time but within 15 minutes of the fixed / notified starting time may be allowed to perform his / her duties. If in case he/she is not able to do so he must inform this to his/her reporting authority with valid reason.
3. Your training period will be for 6 months during which you will be eligible for the holidays specified in the company calendar. Otherwise, the work will go on in 5 days a week pattern.
4. Stipend/Salary will be paid by the 6th of every month.
5. ***If an employee leaves the company without completing two years of services, then the company will not issue the relieving letter and experience letter to the employee, Employees will only be issued relieving letters and experience letters, if they pay Rs. 60,000 for training charges incurred by the company.**
6. Everybody will swipe their Login time and Logout time through their proximity card whenever they will go out of office during working hours.
7. Every one shall take a 1hour lunch break between 12.00 pm to 1.00 pm in the designated area away from their workstations and the tea – break will be between 4.00 pm to 4.10 pm.
8. All employees will keep their cell/mobile phones on vibration mode and will not talk more than 10 minutes during working hours except in case of any emergency. For making calls using the mobile or for attending incoming calls one must use the Open Area for the same. Make sure that the other employees are not disturbed by you while doing so. If found guilty of doing so disciplinary action shall be taken against the concerned employee.
9. All the employees are required to report to his/her Team Leader about their work status, who in turn will report to their project manager.
10. After completion of the day's work, you are required to update your Team Leader of the same and its Leaders responsibility that same should be updated with Project Manager immediately.



11. Further, an employee coming late to work or found absent from his station / place of work during working hours, without sufficient reasons or without authorization from his / her Supervisors, the competent authority may, at its discretion, also take suitable disciplinary action against the trainee concerned. In such case, the decision of the competent authority would be binding to the candidate without any question and the candidate would have to report to HR Manager or Director for such dispute.
12. Nobody will leave the Office premises without approval taken from their Project Manager even if his/her office hour ends.
13. If any of the employees are going out of office during regular hours for more than 10 minutes (for lunch, personal work, tea, etc...) then they have to take an approval for the same from their superiors.
14. Using Company equipment for purposes other than business (i.e. playing games on computers or more personal Internet usage like surfing and chatting) may result in disciplinary action. (Like warning letter, penalty in terms of finance or more)
15. All the communications must be made through their official mails while in office premises.
16. ASI properly allocates every employee considering his or her knowledge, experience, work performance and performance record etc. Due to work commitments, ASI shall send their employees to affiliate or send them to modify the work carried in the work place or where business is being carried out. The employees cannot refuse for carrying out this work unless there is some valid reason.

Disciplinary Actions which may be taken:

- Verbal warning
- Written warning
- Deduction from their Paid leaves
- Suspension and
- Termination also if required.

Your signature on this document will serve to signify your acceptance of the terms and conditions contained herein.

Signature & Date: 20/09/2022

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