



TINJFRTTCSE1241006
GKM IT PRIVATE LIMITED
A-SQUARE, 2nd Floor, 100 ft Road,
Shobhagpura,
Udaipur, Rajasthan, 313011
Ph: +918209239455
www.gkmit.co

Internship Appointment Letter

August 17, 2023
Naman Sharma

Dear Naman Sharma,

This is to inform you that we are glad to have you join GKM IT as Development Intern (Python).

The training will commence on September 18, 2023.

During the 6 months of internship, you will receive a stipend of Rs. 25,000 per month. During these 6 months, your performance would be assessed on a monthly basis. After successful completion of the internship period, as per your performance, you will be confirmed as a full time employee with the expected salary of up to Rs. 6-7 lacs per annum.

At any point during the internship, GKM IT can terminate the appointment by 15 days prior notice. You can terminate the appointment with a 1 month notice period or by paying a 1 month stipend amount.

During your internship with GKM IT, you would respect the non disclosure of GKM IT or third party confidential information.

Please indicate your acceptance to the offer by signing below. Please respond no later than August 18, 2023. For security reasons, we would keep your latest semester's original mark sheet, so kindly carry the same with you on the first day. It would be then handed over back to you at the time of your relief.

We are excited to have you join GKM IT and look forward to the integrity, commitment and energy you will bring to make the idea of GKM IT a successful one.

For GKM IT

Meghna Bordia
HR Manager

6. **Salary** – Your CTC will be Rs. 5,50,000 per year. Salary will be paid monthly. Break-up of salary is mentioned below:

Basic Salary	3,85,000
HRA	1,15,000
Retention Bonus	50,000
Cost to Company (CTC)	5,50,000

7. **Retention Bonus** – You shall receive Retention Bonus after completing one year with the Company. This bonus will be paid out over the period of next 12 months. This bonus is renewable on completion of every 12 months with the Company but does not guarantee your employment for any specific period of time. The Company reserves the right to terminate you at any time and for any or no reason, subject to the provisions of your Employment Agreement with the Company. Tax will be deducted on this bonus amount as per government regulations. You must remain actively employed and in compliance with the Company's policies and directives concerning job performance and conduct as of payout date in order to earn and receive your Retention Bonus payment. In the event that you resign or the Company terminates your employment during the bonus Period, you will not be entitled to receive any Retention Bonus Payments.

8. **Deductions** – Tax will be deducted from your paycheck as per government regulations.

9. **Holidays and Leaves** – You will be entitled to 5 days of paid leave during your first year of employment. For second year and thereafter, you will be entitled to 10 days of paid leave per year. You are entitled to encash any unused paid leaves at the end of your employment year. These paid leaves are in addition to customary national holidays observed. You will be provided with the list of holidays on your first day of employment.

10. **Work hours** – Your manager will work with you to define your normal business hours.

11. **Training** – You will undergo AppPerfect training for 30 days from the start date of employment.

12. **Service Agreement** – As AppPerfect will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve AppPerfect for a minimum period of 2 years after joining.

AppPerfect

Plot No. H-21, IT Park, RIICO Industrial Area, MIA (Extn.) Udaipur (Raj.)
Email: admin@appperfect.com / Web: www.appperfect.com

August 5, 2023

Naman Sharma
Udaipur (Raj.)

Dear Mr. Sharma:

Having reviewed your educational and other credentials, and discussed our requirements with you, we are happy to offer you full-time employment with AppPerfect. Details of the offer are as follows:

1. **Employment Agreement** – reviewing and agreeing to AppPerfect's "Employment Agreement for Technical Employee".

2. **Designation** – Your designation will be that of a **Software Engineer**.

3. **Job Duties** – As a Software Engineer, your primary duties include, but are not limited to, the following:

Develop, enhance and maintain software programs. Develop new modules based on provided specifications. Enhance existing modules with new features. Fix bug and provide general maintenance of existing program modules. Additional duties include interacting with customers to resolve implementation issues and write and review product documentation.

4. **Compliance** – While working at AppPerfect, you agree to comply with all company rules, policies and standards.

5. **No Conflicts** – You agree not to undertake employment, whether full-time or part-time, as a Director/partner/member/employee of any other organization or entity engaged in any form of business activity without the written consent of AppPerfect.

13. Termination – After successful completion of 2 years of service agreement, you may terminate employment without cause with a 90 days' notice.

AppPerfect may terminate your employment ANY time (including the 2-year service agreement period) with or without cause or notice.

14. Start Date – Your start date will be communicated to you within a few days.

15. Document Verification – On the first day of employment, please bring along all documents, in original, that verifies your age, qualification and work experience.

16. Confidentiality – This offer letter and its content are confidential. You may not share this letter or disclose its content with anyone unless required by law. Unauthorized disclosure of this letter and its content will lead to immediate termination of this job offer

17. Acceptance – To accept this offer, review this offer letter, sign and return us the document.

Feel free to contact me if you have any questions. We look forward to working with you.

Best Regards,



Sandeep K.
Manager HR / Operations
AppPerfect

I ACCEPT

Signature

Name

Date