codequotient

Dated: 17th June 2023

Abhay Nath Singh

Subject: Appointment-cum-Offer Letter

Dear Abhay,

Welcome to CodeQuotient.

We are pleased to offer you the position of **Trainer - IT** in our company.

This letter sets forth the terms of the offer and the attached terms of employment, which if you accept, will govern your employment. Your continued employment will require both satisfactory job performance and compliance with existing & future company policies. The tentative date for the commencement of your employment is **1st August 2023.** You will be reporting to **Dr. Sukhvir Singh.** The details of the CTC offered to you are given below :

1) Fixed component of CTC would be INR 4,80,000/- per annum.
2) Performance bonus (mentioned below) is payable after meeting deliverables :
    - INR 45,000/- (after completing six months).
    - INR 75,000/- (after completing twelve months).

You are requested to return this letter and each page of the enclosures duly signed as a token of your acceptance of the terms and conditions of your employment.

For CodeQuotient Pvt. Ltd.



Authorized Signatory

ANNEXURE A

DOCUMENTS REQUIRED AT THE TIME OF JOINING

1. Copies of mark sheets of the following (preferably notarized):
   - Grade 10th;
   - Grade 12th;
   - Graduation (all the years);
   - Post graduation (all the years); and
   - Diploma / other qualifications.

2. Identification and proof of residence (photocopy should be notarized). Any three of the following will do:

   - Passport copy;
   - PAN;
   - AADHAR card;
   - License;
   - Ration card;
   - Others.

3. Stamp size photographs – 2 (two).

4. Passport size photographs – 2 (two).

5. Copy of the relieving letter from previous employer (if previously employed).

6. Copies of experience certificates from all previous employers (if previously employed).

7. Copy of last salary slip / salary certificate (if previously employed).

8. Two professional references (if previously employed).

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

CodeQuotient Pvt Ltd, F-429, Phase 8B, Industrial Area, SAS Nagar, Punjab 160059
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