**Date: 08/04/19**

**SUB: LETTER OF INTENT**

**Dear BHAVANA VIJAY,**

**H No.31-60-4/15,**

**Flat No.303, PHASE-6**

**KURMANNAPALEM, GAJUWAKA MANDAL,**

**VISAKHAPATNAM.**

With reference to your application and following subsequent discussions with you, we are happy to offer you the position of a “**On Job Trainee**” in **conferences division** and you will be required to join us on **08th April 2019.**

You will be joining us as a “On Job Trainee” and will be under training for the first six months. During this period you will be under observation and depending on your performance and also as per available job vacancies, you will be offered fixed term employment with OMICS Group.

During the first Six months, you will receive a consolidated Stipend **Payment of Rs.16000/-** per month only. Apart from Stipend payment, you are also eligible forIncentives upon reaching the targets.

Kindly report to office at **OMICS International Pvt. Ltd. Second Floor, Wipro aforesaid Building, Survey No.39,APIIC IT/ITES SEZ Campus, Rama Talkies Road, Old T.B Hospital Premises, Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.**

At the time of joining, you are required to submit the copies of certificates as per the following list.

1. All Academic Qualification Certificates
2. 2 copies of Passport size photos
3. Residence Proof of Permanent Native Place
4. Updated Resume.
5. Contract Letter hard copy
6. PAN Card copy (Mandatory)

Please note our offer of is subject to submission of your antecedents at the time of joining.

We are welcoming you on board for a successful learning with OMICS Family.

Please feel free to get in touch with us for any queries.

**With best regards,**

**Human Resources**

**OMICS International Pvt. Ltd.**

**TERMS AND CONDITIONS OF THE CONTRACT**

## PLACE OF WORK:

Your place of work at present will be at **Visakhapatnam**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement..

Your current office location Address:

**OMICS International Pvt. Ltd. Second Floor, Wipro aforesaid Building, Survey No.39, IT/ITES WIPRO SEZ Campus, Rama Talkies Road, Old T.B Hospital Premises, Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh - 500013.**

1. **DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management’s discretion and /or such other circumstances.

1. **DRESS CODE**:

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday.

Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown).

Ladies: Salwar Kameez/ Sarees/Business Suits.

1. **SHIFTS :**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and you are required to abide to the same.

1. **PROFESSIONAL ETHICS:**

You are required to deal with the Company’s money, material and documents with utmost integrity and professional ethics in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company’s money, material or documents, or of theft or misappropriation, regardless of the value involved, your contract is liable to be terminated with immediate effect.

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Signature of employee

1. **SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company’s property entrusted to your care and charge like computers and other equipment. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc, to the satisfaction of the Management.

1. **CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Contract, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

1. **CONFIDENTIALITY OF SALARY INFORMATION:**

Your consolidated pay is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the pay offered to you as a part of this Contract is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of Contract etc., to any other employee of the Company except to your Respective Branch Head of the Company.

Similarly, when deputed to work / interact at the Client’s site, you are expected to maintain full confidentiality regarding your salary details and also not to discuss or disclose the same to any member of the Clients’ staff in the interest of maintaining and promoting good business relations with our Clients.

1. **OTHER EMPLOYMENT/OCCUPATIONS**:

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not

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Signature of employee

assist any person or Organization in competing with the Company, in preparing to compete with the Company or in

iring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

1. **VERACITY OF INFORMATION PROVIDED**:

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the contract.

1. **TERMINATION/SEPARATION**

The company reserves the right to cancel your Contract by giving one month notice. Separation from the company may be initiated you by giving one month’s prior notice in writing or one month’s pay in lieu.

1. **SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES** :

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your contract before separation from the Company.

1. **CONCLUSION**:

We hope you find this Contract to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

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Signature of employee