

**February 22, 2022**

**Trainee/Feb-535/2022**

**To,**  
**Carol Gomes**  
House No:212/1,  
Corlim Mollar,  
Ilhas  
Goa. 403110

**Dear Carol,**

We are pleased to inform you that **CyberTech Systems and Software Ltd. (CSSL)** has found you suitable for enrolling you as an **“Analyst Trainee- GIS”** on the following terms and conditions: -

- 1) The Training will be for the period of three months and you will be initially posted at Mumbai.
- 2) Your training will start from **2<sup>nd</sup> March 2022** and will end after **three months** on **2<sup>nd</sup> June 2022**.
- 3) During the period of training CSSL shall pay to you **Rs.24,000 per month (Rupees Twenty Four Thousand Only) + Monthly Fixed Project Bonus (if Applicable)** as stipend, subject to deduction of tax at source and such other deductions as may be applicable.
- 4) The CSSL shall pay the said stipend amount in the form of cheque duly crossed and drawn in your favor.
- 5) During the training period you will not be entitled for any leave. Any leave availed during this period will be dealt strictly and your stipend amount will be adjusted accordingly.
- 6) During the period of training you will be required to carry out the instructions given to you by the person designated by CSSL from time to time. You will also be required to carry out the said instructions faithfully and conscientiously.
- 7) During the period of training you shall visit the office according to the working hours of CSSL and will not remain absent or leave the office during working hours without prior permission of the person who is designated by CSSL.
- 8) Your enrolment as a **“Trainee”** is purely for training and not as a regular employee of CSSL.
- 9) During the period of training you will strictly adhere to the Rules & Procedures as framed by CSSL. You shall not divulge to any other person or firm or company, any secrets or confidential information that you may acquire regarding the affairs and working of CSSL, by virtue of your temporary association with CSSL. In case of breach of this clause, you shall be liable to pay damages to the CSSL, which the company may suffer on account of such breach committed by you. CSSL's decision in this respect will be final and binding.
- 10) The training offered to you does not in any way constitute, Employer - Employee relationship between yourselves and CSSL.
- 11) During the period of training you will not produce or submit any document to any outsider to show about your arrangement with CSSL for obtaining any loan, or making application for credit card etc.
- 12) CSSL will not be responsible for your debts, liabilities or any other obligation

- 13) In case you commit any breach during the training period or you are found not satisfactory or not attending to the training regularly or found guilty of any misconduct or a nuisance to any of the employees of the CSSL or found guilty of any misbehavior CSSL will be entitled to discontinue your training and remove you with immediate effect.
- 14) **In case you commit any breach of training/discontinuation/termination/refusal of acceptance of employment after successful completion of the training term, Rs.75,000/- (Seventy-Five Thousand Only) will be recovered towards training/loss of opportunity and all other expenses incurred on hiring you as a trainee resource.**
- 15) **On successful completion of your training period, i.e. after you come on rolls of CSSL, you have to sign a service agreement with the company for a period of 24 months.**
- 16) In case you do not want to continue as a **“Trainee”** with the CSSL, you will be required to give **thirty working days’ notice**. However, it will be at the discretion of the Company to permit you to take further training during this notice period or relieve you with immediate effect. The stipend payable to you will be duly for the days that you will visit the office for training.
- 17) CSSL is not under any obligation to offer employment to you at any point of time in future.
- 18) You undertake to furnish to the satisfaction of CSSL, two references of persons known to you for at least previous 5 years from the date such references are obtained by you.

In case, if you are willing to fulfill the above mentioned terms and conditions of the CSSL you may sign the duplicate of this letter as a token of your acceptance to be enrolled as a ‘Trainee’ in CSSL.  
You may return the said duplicate of this letter.

**Yours Sincerely,**

**For CYBERTECH SYSTEMS & SOFTWARE LIMITED.**

**D Ram Mohan Prasad  
Talent Acquisition Team**

**Understood & Accept \_\_\_\_\_  
(Carol Gomes)**