



"Educating hearts and minds"

HOLY CROSS COLLEGE

ACCREDITED BY NAAC WITH 'A+' GRADE (CYCLE:2)

Tripura University Reg. Code: 17

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email- principalhccagt@gmail.com

Web: www.holycrosscollege.in

Department of Botany

Selected candidates

PLACEMENT DRIVE

Movidu Technology and Private Limited

Date: 31/05/2024

SL No.	Name	Department	Batch
1.	Saptadeep Talukdar	Botany	2021-2024
2.	Hillol Chakraborty	Botany	2021-2024

Somnath Kar

10/7/24

Dr. Somnath Kar
Convener

Placement cell and Career Guidance

CONVENER
Placement Cell & Career Guidance
HOLY CROSS COLLEGE, AGARTALA

Lodh
10/07/2024

Dr. Debasree Lodh
HOD

Department of Botany, HCC

HEAD
Department of Botany,
HOLY CROSS COLLEGE, AGARTALA



Date-08/07/2024

Dear “Saptadeep Talukdar”

Apropos to your application for the post of “**Business Development Executive**” and subsequent to our discussions we are pleased to offer you the position of as “**Business Development Executive**” This is subject to no adverse findings arising from any of the Employee background verification which is required to be carried out by the Organization. The date of your joining Movidu **1st August, 2024** with the following terms of engagement as outlined below. Your Reporting date is **1st August 2024** subject to change, based on the pandemic situation and as per government guidelines.

Working Hours/Duration :- Working hours/duration: 11:30 am to 2 pm is the first shift and than 2-4 pm is the lunch break and than 4:15 pm to 8:00 pm is the second shift and Employees can do WFH also in a particular day with proper approval from the Team leader or manager

Absence from work :- Salary will not be paid for periods of unauthorized absence.

Location :-Your place of the employment or the job will be the office of the Company at Agartala or whatever other office or branch of the Company.

Duration of probation period:-Your duration of the probation is for **06 months**. Post successful completion of the probation you will be eligible for a fulltime placement opportunity with a CTC mentioned in Annex 1.

Work : - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which is reasonably consistent with your position as an Executive. You are eligible for a conditional Pre-Placement offer conditional on your performance after six months of your probation. If you are absent from work for more than 5 days without leave or obtaining your manager’s approval, you will be deemed to have voluntarily terminated your employment without notice.

Working in Shifts :- You maybe required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

Code of Conduct :- Your employment is governed by the Code of Conduct. A copy is attached. You are required to read, understand and follow it in letter and spirit.

Confidentiality :- In the ordinary course of your employment you will be exposed to information about the business of the Company, its clients and customers, which is confidential or is commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation. All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment or with other employees/ interns who are not otherwise authorized to know.

Restriction after Termination of the employment :- You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and employees of the Company during the course employment. To protect the interests of the Company you are bound by a 6-month non-solicitation clause wherein you will not entice or solicit or assist another intern of the firm.



Intellectual Property :- You agree that during your employment the 'work of art', any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion with prior approval from management. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

Data Protection :- Ensuring the protection of our data is a requirement of the job. You shall ensure that – You do not disclose any personal data without prior written approval

You do not access information that you are not otherwise authorized to view.

You do not access systems and IT infrastructure that you are not authorized. You do not treat personal data carelessly

You secure all printouts away when not in use

You do not share your passwords with any unauthorized person

Termination :- By you. During the period of probation, you are required to give the company atleast 30 calendar days' notice in writing. In case the notice period as per the terms of the employment is not served, pay in lieu of the notice period would be deducted from the final settlement dues to the employee.

Termination :- By company. Post confirmation, except where your employment is terminated on the grounds of Gross Misconduct you are entitled to 10 days from the company or pay in lieu of notice period.

Compensation :- Your fixed salary shall be Rs 10,000/- (Ten Thousand Rupees only) per month (Refer to Annex A).

Compensation will be paid only after the completion of the training period of 15 days or as confirmed by your manager based on your performance during the training.

Additional Earning Opportunities :- There is a performance bonus which can go up to Rs 10,000/- per month & along with that per month RS 1,000/- is travel allowance (Fixed).

Training :- Whenever the management of the Company considers it necessary, you will be provided on-the-job training for a specific job and/or business processes. The cost of the training shall be borne by the Company and your endeavor shall be given your best to gain the knowledge and skills imparted during the training sessions. You will be required to work with the company for a minimum of 3 months post the training is completed.

Background Verification:- As a part of the on-boarding process, a background check is conducted. You will be required to submit your original documents for background verification.

Acceptance :- You hereby accept the terms of the employment. Please sign the offer letter in duplicate and return us one copy.

Name

.....

Sign

.....

**Data Consent**

In consideration of being employed at Movidu, hereby expressly agree as follows:

Movidu may collect process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks.

In this regard, Movidu may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

Date:

Signature:

Name:

PermanentAddress:



ANNEX A

Probation Duration: 06 Months

You're Salary during probation—INR 21,000 (INR 10,000 fixed + INR 1,000/- fixed (Travel allowance)+ upto 10000 variables Salary after probation period will be in between INR 16000 to INR 23000 (Fixed) + incentive upto INR 10000.).

N:B - Based on 6 months performance the Salary will be decided in between 16000-23000.

Sign & Seal:

Yours sincerely,

Seema Reshmi
Senior HR Manager
Movidu Technologies Pvt Ltd

Name

.....

**Accept &
Sign**

.....



Other Benefits:

Group Medi-claim Policy for self

You shall bear the taxes and Statutory Deduction is part of CTC.

Best wishes



Seema Reshmi
Senior HR Manager
Movidu Technologies Pvt Ltd.

Name

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Sign

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Accept and Sign

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Date-08/07/2024

Dear “Hillol Chakraborty”

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Name

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Sign

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[Madhya Banamalipur, Jail Ashram Road, Near Bappiraj Furniture,

Ph- 7978147967

CIN: U72900KA2016PTC095268 II GSTN: 29AAECI2254D1ZS. II PAN: AAECI2254D]

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Seema Reshmi
Senior HR Manager
Movidu Technologies Pvt Ltd

Name

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Best wishes



Seema Reshmi
Senior HR Manager
Movidu Technologies Pvt Ltd.

Name

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Accept and Sign

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