

Date: 30 Nov 2020

MS HARISHMA S

386Thachottukavu 695573

Employee No: 1951641

Dear MS HARISHMA S

**Engagement Letter - Trainee**

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 30 Nov 2020 and expire on 29 Nov 2021 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 29 Nov 2021 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

**ENDORSEMENT**

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



\_\_\_\_\_  
(Authorized Signatory)

\_\_\_\_\_  
Signature and date:  
Name: HARISHMA S

**Salary Annexure**

Employee No: 1951641  
\_\_\_\_\_

Particulars	Amounts
ESIC - Employer	601
Stipend	18473
TotalAmount	19074
Amount In Words(Rs)	Nineteen Thousand Seventy Four rupees

**Net Pay Annexure**

<b>EARNINGS</b>	<b>Amounts</b>
Stipend	18473
<b>Gross Earnings</b>	<b>18473</b>
<b>DEDUCTION *</b>	<b>Amounts</b>
Employee ESI	139
Professional Tax	167
<b>Total Deduction</b>	<b>306</b>
<b>Net Salary</b>	<b>18167</b>

\* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

\*\* Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature