

LETTER OF EMPLOYMENT OFFER

GSS/HR-APT-PARSEQ-086/2020-21

April 12, 2021

Ms A Swetha# 11/6 Kasima Nagar 2nd Street

Royapuram

Chennai - 600 013

Mobile - 7667744666

Dear Swetha

Further to the interview you had with us, we have pleasure in appointing you as "**Process Executive**" in our organization with the following terms and conditions.

You will be paid a monthly salary of **Rs.15,500/-CTC (Rupees Fifteen thousand Five hundred only)** and the break-up of the same is given below for your kind review.

Salary break-up details

Basic	7654	Deductions	
DA	765	PF - Employee	1010
HRA	3827	ESI - Employee	105
CCA	0	Professional Tax	208
Bonus	638		
Production Allowance	1150	Deductions	1323
Gross Salary	14034		
Add:			
PF Employer Share	1010		
ESI Employer Share	456		
Cost to Company	15500	Net Pay Payable	12711

You will be on **probation for a period of 6 months**. During your probation period, you are expected to do all possible things that make the management happy with you and feel comfortable to confirm your probation period.

During probation, the services of the PROBATIONER/EMPLOYEE are liable to be observed closely and if the Management feels unhappy with your performance, commitments, attitude or behavior, then the Management may deem fit, in its sole discretion, take necessary actions against you, without limiting termination, if required.

If the services of the PROBATIONER are either not confirmed or not terminated on completion of the initial period of probation, the probationary period will stand automatically extended till the date of issue of an order of confirmation or termination, as the case may be.

You are entitled to a day casual leave for every completed month of services and will not be entitled for any other leave till probation period. Also you will be given other benefits in accordance with the rules and regulations of the company as applicable from time to time and grades of employment.

Your place of work will be at Chennai. However, the company may transfer your job to such other places, where the company has its offices with the same terms and conditions of your employment.

You will do such work as is assigned to you from time to time by the company in such departments or at such places of business or work with any of its associate concern as may be determined depending upon exigencies.

After you joining our company, you shall not hold any office of profit outside the company or indulge in any business for profit.

You shall follow such rules and regulations made by the company as are in force at present or may be introduced, amended or extended from time to time.

You shall not disclose any information related to the company to any unauthorized person, firm, or company whatsoever, either during the currency of your employment and/or any time thereafter. Breach of this stipulation will entitle the company to terminate your employment immediately without notice and you will be held responsible for any damage, which the company may suffer as a result of such disclosures.

Gross neglect of duty, misdemeanor, or any other action on your part that are detrimental to the interest of the company shall entitle us to terminate your services without giving you any notice or pay in lieu thereof.

The company shall have the right to deduct from your pay or other dues/sums due to the company and to the statutory bodies.

Working Terms – We work on six days a week with multiple shift timings as per the end client requirements. Your weekly holiday will falls on any day in a week and not necessarily on Sundays.

Dress Code: Sari or Churidar or Western formal attire, with shoes or slippers (as appropriate) in leather is the general rule.

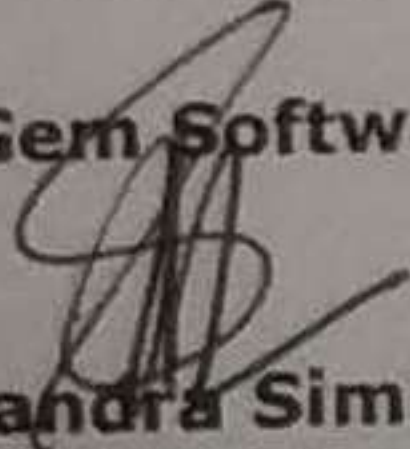
The services of the EMPLOYEE is terminable with one month notice or payment in lieu thereof without assigning any reason and, similarly, the EMPLOYEE shall be at liberty to resign from services after giving one month notice or payment in lieu thereof, without any reason.

You should **report for duty at our Chennai office on or before 13th April 2021** before any Officer assigned by the undersigned

We wish a pleasant, challenging and comfortable working relationship with you. **Work is Worship!**

Yours sincerely,

For **Gem Software Solutions Limited**


Mahendra Simhan
Managing Director

Acceptance: I, Sneha. A, have read and understood the above Compensation package and terms and conditions relating to the contract with the company and the same is acceptable to me.

Sneha. A
13/04/2021