

**EMPLOYMENT OFFER**

22/September/2021

Ms.Sahaya Sahana,  
6-6F2, Haikiravundu,  
Kannyakumari, Agasteeswaram,  
Kanniyakumari,  
Tamil Nadu-629702

Dear Ms. Sahaya Sahana,

We are pleased to offer you an appointment in our organization as **Resource Coordinator-HR** with effect from **27/September/2021**. You will be based in our **Chennai** office.

Based upon your credentials and the information shared during your interview, we feel that you will be able to make an outstanding contribution to our Organization. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment

Your starting CTC will be **Rs.1, 59,096/- (One Lakh Fifty Nine Thousand and Ninety Six Rupees Only)** per annum – Please refer Annexure A for CTC breakup. You may also be eligible for other compensation and fringe benefits subject to terms set by **SixSigma**, any of which may be amended from time to time.

The representations contained in this offer letter and enclosures supersede all prior written or oral presentations or communications pertaining to **SixSigma's** offer of Employment.

Employment as per this offer is subject to your being medically fit.

Your employment with us will be governed by the Terms & Conditions – please refer Terms & Conditions below.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

*Sahaya Sahana*  


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**SIXSIGMA SOFTSOLUTIONS PVT. LTD.**

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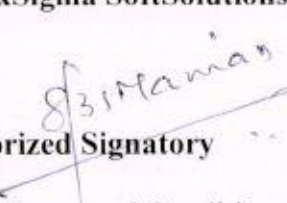
112, Valluvarkottam High Road, Nungambakkam, Chennai - 600 034  
Ph. : 044-2831 1443 - 48 Fax : 044-4213 2774 [www.6sos.com](http://www.6sos.com)

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Should there be any queries, please do not hesitate to contact us at [hr@6sos.com](mailto:hr@6sos.com) or help line no. 044-28311449/553-557

With Best Wishes

For SixSigma SoftSolutions Pvt. Ltd.

  
Authorized Signatory

Encl.: Terms and Conditions



**Annexure - A**

| REMUNERATION DETAILS                                                  |              |               |
|-----------------------------------------------------------------------|--------------|---------------|
| TOTAL EARNINGS                                                        | PER MONTH    | PER ANNUM     |
| BASIC SALARY                                                          | 5960         | 71520         |
| DEARNESS ALLOWANCE                                                    | 4374         | 52488         |
| HOUSE RENT ALLOWANCE                                                  | 344          | 4128          |
| OTHER ALLOWANCES                                                      | 0            | 0             |
| BONUS /Ex Gratia - Advance payment                                    | 861          | 10332         |
| PROVIDENT FUND CONTRIBUTION                                           | 1344         | 16128         |
| ESI CONTRIBUTION                                                      | 375          | 4500          |
| <b>TOTAL - (C T C)</b>                                                | <b>13258</b> | <b>159096</b> |
| <b>DEDUCTIONS</b>                                                     |              |               |
| ROVIDENT FUND CONTRIBUTION {EYR}                                      | 1344         | 16128         |
| PROVIDENT FUND CONTRIBUTION {EE}                                      | 1240         | 14880         |
| ESI CONTRIBUTION {EYR}                                                | 375          | 4500          |
| ESI CONTRIBUTION {EE}                                                 | 87           | 1044          |
| PROFESSIONAL TAX                                                      | 171          | 2052          |
| <b>TOTAL DEDUCTIONS</b>                                               | <b>3217</b>  | <b>38604</b>  |
| <b>TAKE HOME SALARY</b>                                               | <b>10041</b> | <b>120492</b> |
| <b>OTHER BENEFITS</b>                                                 |              |               |
| GRATUITY BENEFITS as per act will be paid                             |              | 5962          |
| GROUP INSURANCE - Refer Offer Letter                                  |              | Rs. 100000/-  |
| Labor Welfare Fund of Rs. 10/- will be deducted in half yearly basis. |              |               |

\*The employee's contribution to the Provident fund at the rate of 12% will be deducted from your Basic Salary.

*S. Ramani*




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## Terms and Conditions

The **Terms** and Conditions of Employment as set out herein will be deemed to constitute a "Terms of Employment", in fulfillment of current employment legislation. All Employees will be required to sign at the bottom of each page agreeing to adhere to the Company's Conditions of Employment.

- ❖ Your appointment is effective from the date of your joining.
- ❖ You would have to join duty on or before **29/September/2021**.
- ❖ **Salary:** Your CTC shall be **Rs.1, 59,096/- per annum (as per annexure A)**. Salary will be reviewed on appraisal based on completion of appraisal target. Payment shall be by direct credit into the Employee's salary account, SixSigma will help employees for creating salary account with AXIS bank ( official bank)
- ❖ Salary would be deposited in employee's salary account on 7<sup>th</sup> of every month based on attendance approval, incase 7<sup>th</sup> is national holiday or Sunday, then salary would be credited following working day
- ❖ **Job Function:** The Employee shall be employed as Executive - HR and he/she shall also be required to carry out associated functions of the Company from time to time, if required.
- ❖ **Work:** Would also like to reiterate that at present all employees are working from home owing to the COVID-19 situation. You will have to be ready, when the business require your presence in office, you may have to come to office for official purpose and when the company take a decision to have the employees work from office.
- ❖ **Reports to:** On joining, you will be given a list of key result areas for which you are responsible and report to your immediate superior in the organization.
- ❖ **Probation Period:** You will be on probation for an initial period of 6 months. However, this employment can be terminated by SixSigma during the period of employment, assigning reason thereof. You are required to give a notice period as per SixSigma policy, in the event of your resigning from the services of the company - please refer notice period clause in this agreement. In case of resignation during probation period, you may not be entitled for relieving letter, experience letter and BGC.
- ❖ **Service Confirmation:** Service confirmation can happen even before 6 months - if you achieve the probation POA target before the 6 months period. However POA (Plan of Action) target achievement is a must for Service confirmation. On Service confirmation you would be provided with a letter of intimation/confirmation towards the same. On completion of first six months, the evaluation is done based on the POA and appropriate action will be initiated.

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(a) Service confirmation is mandatory to apply for appraisals after completion of 12 months along with the appraisal POA target

- ❖ **Leaves:** Please refer Annexure B.
- ❖ You shall diligently and faithfully carry out any responsibility, which may be assigned to you from time to time to ensure results. You will be expected to work extra hours to achieve the set targets, whenever the job so requires.
- ❖ During your tenure of service with the SixSigma, you shall devote your full time and attention to the duties allotted to you and you shall not engage yourself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis.
- ❖ Your duties and responsibilities shall be those set forth in the position description annexed hereto and incorporated in this offer. Additional duties may be assigned to you and the position description may be modified from time to time by management in order to accommodate changing circumstances and needs. Your duties and responsibilities shall be conducted in accordance with SixSigma's policies, procedures, and rules as established by management. You agree to perform all the duties set forth in the position description as well as those assigned from time to time by management.
- ❖ The Staff shall not at any time disclose to any person any information acquired as a result of the making of this offer which concerns the SixSigma, its business or interests or which concerns any company, firm or person with which SixSigma may be in commercial or technical co-operation or association unless such disclosure is made with the written consent of SixSigma or is made to a Staff Member in order that he/she may provide work or Services and the Staff shall not make use of any such information to the detriment or prejudice of SixSigma.
- ❖ The Staff shall not publish any literature, deliver any lecture or make any communication with the press concerning SixSigma, its business or interests nor take any photographs of SixSigma's property without the written consent of SixSigma.
- ❖ We expect you to serve the company for a minimum period of 18 months from your Date of joining failing which you may not be entitled for relieving letter, experience letter and BGC.

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❖ **Dismissal:** The Company hopes that it will not become necessary to dismiss an employee; however, it must be understood that there are certain breaches of Company Rules for which, after the facts have been ascertained, an Employee may be summarily dismissed or suspended, without pay, pending further investigations. In such an event, an Employee will be afforded a full right of representation of his/her case to the Company before a final decision is made. Continued failure to adhere to normal Company requirements, including timekeeping, attendance, job performance, confidentiality in relation to all the Company's affairs and general conduct will result in an Employee being subject the following procedure:

- (a) The Employee will receive a verbal warning.
- (b) The Employee will receive a first formal written warning advising that continued failure to improve on the specific aspect of performance will lead to disciplinary action.
- (c) The Employee will receive a final formal written warning.
- (d) The Employee will be suspended for a fixed period, without pay.
- (e) The Employee will be dismissed in the event of it becoming absolutely clear that no, or insufficient, improvement on the aspect of performance is forthcoming.
- (f) At all times the Employer will abide by procedural fairness under current employment legislation when dealing with dismissals from the organization

❖ **Notice Periods:** Employee who wish to terminate their employment with the Company are expected to give the following notice period:

- (a) Team Lead and Management positions - for recruiting, replacement and Knowledge transfer – maximum 90 days
- (b) Senior staff to less than team lead position – 60 days
- (c) Junior staff – 30 days
- (d) Employees on probation cannot be considered for any relieving letter, experience letter and BGC.

❖ The Company can terminate this offer without any notice in lieu of notice on the following circumstances:

- i) Negative background verification
- ii) If the Employee is irregular in attendance.
- iii) Not satisfactory in progress/work.
- iv) Any misconduct.
- v) Breach of any of the terms of this offer.
- vi) Involved in criminal offence/moral turpitude
- vii) Leaving without resignation acceptance from SixSigma

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*S. S. Ramas*



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- ❖ **Deductions:** The Statutory deductions Viz., professional tax, provident fund, ESI and income tax, as and when applicable, shall be deducted from your monthly gross salary payable each month. Any changes in Government policies will be applicable in the component break up and there will not be any change in CTC offered.
- ❖ **Grievance Procedure:** The Company is most anxious that legitimate grievances raised by an Employee are expeditiously and fairly resolved. Any member of staff who has a grievance relating to his/her employment should discuss it with the Company.
- ❖ **Standard of Dress:** All Employees are expected to conform to an acceptable standard of dress to ensure that the image as presented to customers, colleagues and associates is in keeping with the proper professional approach of the Company.

(a) Where uniform is required dress, no personal additions will be made to the uniform, and it shall be cleaned by the Employee for the duration of their employment. Current we don't have any specific uniform code but if started then this clause is applicable.

- ❖ **Health Insurance:** Company will be arranging a Minimum Mediclaim policy for the Staff after completion of one year, the policy would be valid only during employment period with SixSigma.
- ❖ **Group Insurance:** Company will be arranging a policy for the employees for a maximum amount of Rs.1 lakh (Rupees one lakh only) for life.
- ❖ **Gratuity benefit:** You will be eligible for gratuity benefit if your service continuity is more than five years. This is calculated based on your basic salary only.
- ❖ **Service rules:** You will be governed by the service rules of this Organization as may be announced/ changed from time to time
- ❖ **Confidentiality:** The Employee will not, during or at any time after the termination of your employment, disclose to any person or persons (except to senior Employees of the Company) nor use for your own benefit any confidential information that you may receive or obtain in relation to the affairs of the Company or its Clients.
- ❖ **Alteration to Terms of Employment:** Any alterations in the Regulations of Employment affecting staff individually will be notified by mail /letter or memorandum, but any general alteration will be communicated in a Circular to be seen by all members of staff.

*SixSigma*



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- ❖ **Legal Proceeding:** The courts in Chennai alone shall have jurisdiction to deal with the dispute/disputes between the Company and the Staff.

I agree to accept employment on the terms and conditions mentioned in the above.

I shall be reporting for duty on \_\_\_\_\_

Name

Signature

Date

8/3/2010



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## Annexure B



### Eligible leaves:

**Earned Leave:** 1 day Earned leave per month will be provided from 2<sup>nd</sup> year of his/her Date of Joining.

**Casual Leave:** 12 days of Casual leave per year will be provided from his/her Date of Joining.

**Sick Leave:** 12 Days of Sick leave will be provided based on Calendar year, if employee joins during the middle of the year, he/she will be entitled to get sick leave on pro-rata basis during the calendar year.

**Marriage Leave:** An employee is eligible for Marriage leave of 10 consecutive calendar days with salary.

### Comp Off:

If an employee work on a holiday (full day) for any official business with prior approval, he/she is entitled for a day's comp off. This comp off should be taken within a month.

### Loss of Pay:

1. Any Employee who is on unauthorized Leave will be termed as Loss of Pay.
2. Any Leave taken over and above the Leave available to his/her monthly account, will be on Loss of Pay.

### Encashment and Accumulation of Leave:

1. An Employee can accumulate his/her Earned Leave for a **maximum period of 24 days**. Earned Leave above 24 days will be expired.
2. Employees Leave Encashment will be paid at the time of Retirement or Resignation of his/her Employment.
3. Leave Encashment will be computed and paid based on Employees Basic Salary.

### Leave Rules:

1. Earned/Casual/Sick Leave shall not be clubbed together. Any type of Leave must not take continuously.
2. Employee can Accumulate Casual Leave for Maximum 3 days if they're unable to take it in a month, the same will lapsed on the 1st day of 4th Month.
3. Employee can accumulate his/her Earned Leave for taking Leave only with prior approval.
4. Sick Leave can be availed by an Employee if he/she is hospitalized for minimum of 3 days.
5. Medical Certificate, Admission Letter and Discharge summary are all must for Sick leave.
6. Earned/Casual Leave 'before' and 'after' National, Festival Holidays and Sundays will be treated as combined Leave
7. Leave without information to superior on or before the Leave day will be deducted from Earned Leave.
8. Leave has to be planned sufficiently in advance (except during exigencies), such that it does not affect the day-to-day work.
9. A Leave shall commence from the day it is sanctioned and shall end on the preceding day to that on which the employee has to resume duty.
10. The Company reserves the right to recall Sixsigma Employees who are all on leave, if the exigencies of service so warrant and the employees so recalled have to join duty.

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