

4th September 2021

Ms Jamuna Kalita
Flat No:3, Ground floor,
Dr.P.V Charian Road,
Egmore, VTC,
Chennai, Tamil Nadu – 600008.

Dear Jamuna Kalita,

We are pleased to inform you that you have been selected as Trainee on the following terms and conditions:

1. You will be a Trainee for the assignments in TalentPro India HR Private Limited at our Chennai Office.
2. During this period, you shall be paid a consolidated stipend of **Rs. 15,000/- per month**. Please note that you shall not be entitled to any other benefits of any other kind.
3. Your contract shall be from **6th September, 2021 to 4th December, 2021** and will automatically stand terminated after expiry of the period unless extended in writing. However, the Management shall have the discretion of increasing / reducing the contract period and of terminating your contract giving 15 days' notice. This is applicable from both sides.
4. It shall be the discretion of the Management to give you employment at a suitable level in regular service on successful completion of the assignment and depending upon the assessment of your performance.
5. During this period of association, you shall not be entitled to any other terms, privileges, benefits or entitlements, applicable to the regular employees of the organization.
6. During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, instruments, documents etc., relating to the company.
7. You will not, either during this association with the company or after termination of such period, divulge to anyone, information relating to the company's affairs or business.
8. Your association shall be governed by rules and regulations of the company that may be in force now and from time to time in future.
9. During your association you may be located at any of Department / Division / units/offices.



TalentPro India HR Pvt Ltd

[CIN - U74910TN2000PTC045459]

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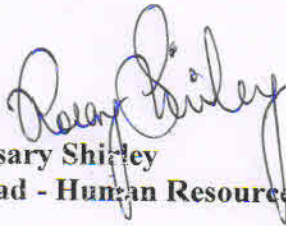
We bring more life to people

10. If you accept the above terms and conditions, please return to us the duplicate copy of this letter duly signed in token of your acceptance.

11. At the time of joining please bring with you:

- Your educational certificates
- One passport size & one stamp size photograph.
- Your experience certificate/service certificate.

For **TalentPro India HR Private Limited**



Rosary Shirley
Head - Human Resources

I, **Jamuna Kalita**, do hereby accept the offer as described in this letter and the related Annexures herewith. I further understand that if I leave this position prior to one year from the employment start date, I am expected to repay any and all expenses and reimbursements incurred on me by the Company and I agree to authorize any necessary paperwork for such amount to be deducted from my Full and Final Settlement.

Signature

Date