

01/10/2021

Ms. Swetha

No.15/16 pitchu pillai lane third floor,
Mylapore, Chennai

Dear Swetha,

Appointment Letter

We are pleased to appoint you as **Management Trainee** of our company at a total **Cost To Company** of **Rs.450000/-** per annum from the date of joining on the following terms and conditions:

1. You will be initially posted at our office in **Chennai**. However, you may be transferred to any of our other offices.
2. Any willful violation of terms & conditions contained in Employee Service Conditions during Probation period / Confirmation period will be termed as misconduct.
3. Your monthly salary package will be as follows:

	Monthly
Basic Salary	26250.00
House Rent Allowance	7050.00

Monthly Gross	33300.00

Company Contribution:	
Provident Fund @ 12%	3150.00
Gratuity @ 4%	1050.00

Monthly Total	37500.00

Annual Salary (Monthly x 12)	450000.00

Other Benefits / Deductions:

- Group Personal Accident Policy Cover for Rs.5,00,000/- per annum.
- Privilege Leave Encashment – Unavailed leave can be encashed in the second year of service.
- You will be on Probation for a period of one year and confirmation will be subject to overall performance and clearance of NISM certification.
- TDS - As per the provisions of The Income Tax Act.
- Gratuity Benefits as per The Payment of Gratuity Act.

Your services will be terminable by the Company by giving 90 days notice in writing or 90 days salary. If you wish to resign from the services of the Company, you are required to give 90 days' notice (90 work days including holidays).

We are enclosing '**Annexure –A**' which sets out other terms and conditions applicable to you. These terms set out are for your guidance and not necessarily exhaustive.

You are requested to submit copies of the following documents on your joining date. Please note that your appointment is subject to satisfactory validation of your credentials.

- Education Certificates (X, XII, Degree/Diploma certificates)
- Four passport size photographs.
- Identity proof [Atleast 2 No's : Aadhar Card (Mandatory) and Passport copy/voter ID/Driving License or any other government ID proof with photograph.]
- Medical Fitness Certificate from a registered medical practitioner.
- Experience letters from last two employers.
- Last drawn three months Salary Certificate/pay slips from your current/last employer.
- Resignation Acceptance/Relieving letter from your current/last employer.
- Medclaim Policy cover for Rs.200000/-(Floater Policy). This is applicable for Self, Spouse & Children.

Please read and comprehend the Offer letter in its entirety. You are requested to sign the duplicate copy of the letter, which will be submitted to our office on your date of joining. We are confident your contribution will add value to our organization and enable its growth and achievement of goals.

Looking forward to a long association for continued best results

For Computer Age Management Services Limited.



Jemima Ravithilagan
Vice President - Human Resources and I & F M

I (Soundarya B) have read the terms and conditions of employment, and consciously agree to accept the same. The Management also gave me ample opportunity for reading before signing this appointment order. I also realize that I am liable for unliquidated damages incurred by the company for failure to give proper notice besides compensation for notice period. I also acknowledge having received the following annexure:

1. Terms and Conditions of Appointment.
2. CAMS – Systems Security and Confidentiality Statement of Policy.
3. Employees Service Conditions.
4. Security Policy.

Signature.....
(Swetha)
Date: