



**APPOINTMENT LETTER**

**Ref: EMPSL/GMS/20-21/4992**

**Dated: 01/10/2021**

**Dear Mr Balamurugan G**

**Mr Balamurugan G  
No. 223, South Ramadevanallur,  
Meensurutti (P.P), Ariyalur d.t,  
Tamilnadu - 612903  
Mob: 9597427932  
Email: balasmail13m@gmail.com**

**Ref: Your application for job & subsequent interview.**

- You are appointed and designated as **Trainee Service engineer**. You will report to **Service manager**.
- Your duties and responsibilities shall be as assigned to you by the company From time to time.
- Your appointment will commence from the date of your joining duties i.e. on 4<sup>th</sup> October 2021
- You will be on probation for a period of six months at the end of which your performance and conduct will be reviewed and based on the same your services are liable to be confirmed on the permanent rolls of the company or extended/terminated, at the sole discretion of the company. Confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing until such confirmation letter is issued to you, you will be deemed to continue your appointment on probationary basis.
- You will be entitled to the emoluments as per the Annex. and you will receive benefits and reimbursements as applicable under the Rules of the Company in the level in which you have been placed.
- The compensation mentioned in Annexure is a personal and confidential matter between you and Company. Any queries in relation to it can be discussed with only the undersigned. Serious action would be taken if the same were violated.



- *Your present posting will be based out of Bengaluru.*
- *In the event the Company / Yourself desires to terminate your services for any reason whatsoever, the same can be done by giving **two month** clear notice in writing*
- *Any rules regulations and orders promulgated by the company and applicable to employees of your level/cadre will also be applicable to you as though these rules, regulations and orders were a part of this contract of employment. This appointment is subject to the express condition that no claim is made for compensation for over time attendance, nature of work, holiday and accidents or hazards of occupation except according to statutes.*
- *You will not, during your employment with the company in terms of this letter, except so far as may be proper in the ordinary course of business and for the interest of the company - or at any time thereafter, divulge or make known any information, secret process or any information in any way whatsoever relating to the company or its business and/or any of its customers and/or any other information or data and materials and/or any sketches, drawings, specifications etc., which come to your knowledge relating to the company's manufacturing / Marketing process or any products or goods, and in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter.*
- *The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the company.*
- *You will not acquire any patent rights in relation to any of the company's products, or designs, layout or any other aspect of its business activities in the course of your employment and/or if you as a result of any research work come to know any better process then you will pass on to the company all the benefits or formula which you may develop, to enable the company to have the same patented and the same will be the property of the company. For that purpose you will have to enter into an agreement and/or execute a deed with the company at a later date.*



## Global Medical Systems

# 27, Model House, II Street,  
Basavanagudi, Bengaluru - 560 004  
Phone : 080-26617623, 26611679  
Tele/Fax : 080-26611679  
E-mail : globalmedicalsyst@gmail.com

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- *This appointment is subject to your being certified medically fit at the time of joining.*
- *Your appointment will be subject to the general service rules and conditions of the company at present in force, which have been explained to you and also to the modified service conditions as and when they are brought into the effect.*
- *Any change in your residential address must be communicated to us in writing.*
- *This appointment will cease immediately if and when any of the statements made or particulars given in your application are found to be non-factual or incorrect.*
- *The training provided will be extensive and expensive, The training charges will be borne by us, and in return we need a committed service of 2 years from the date of completion of probationary period.*

*Please signify your acceptance of this appointment on the above mentioned terms and conditions by signing and returning the duplicate copy of this letter in the space provided below.*

*We welcome you to this organization and wish you a successful career with us.*

*Yours truly,*

**For Global Medical Systems**

**(Authorised Signatory )**



## **PAY AND EMOLUMENTS**

*You will be entitled to the following:*

- **Salary Package:** *You will start on Monthly Salary of Rs. 18000/- (Consolidated) on completion of probation period salary will be revised as per the performance along with PF and ESI /Insurance (whichever is applicable)*

### ***Incentive:***

- *On completion of your 100% Target you will be entitled for Performance incentive on completion of training from GE.*
- *On completion of your stretched target by more 50%, you will be entitled for Bonus Performance incentive over and above your Performance Incentive. Company will roll out the Incentive scheme accordingly.*
- *No other **BENEFITS/ ALLOWANCES** will be applicable unless sanctioned by the company.*
- *Reimbursement will based on approval from GMS Manager & Finance Manager.*
- *Possessing two wheeler with valid documents and License and should be ready to travel within the city.*

## **General Rule & Terms and Conditions of Services**

### **Roles and responsibilities**

Nature of duties will primarily include co-ordination in installation, commissioning, preventive maintenance and demonstration or any other assignments connected to the service , service sales activities as required. As specified you will confirm to all the policies and guidelines issued by organization and abide by them in spirit and letter.



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**Leave:**

- Service engineer of the company shall be allowed apart from National Holidays, 10 days of casual & sick leave during the period of one year. Any leave beyond 10 days shall be without pay.
- Service engineer are entitled one leave only in a month. If leave are more than one in a month so salary will be deducted (per leave) in a month.
- Service engineer leave application should be in advance with approval. Applying through **SMS** for leave on same day will not be accepted.

Please sign and return the copy as a token of your acceptance.

**Global Medical Systems**

**(Authorized signatory)**

You are requested to submit the following to the organization.

- Two passport size Photo
- Photo copies of your last education degree certificates.
- Photo copies of your license/voter card.
- Reliving certificate from the previous employer.
- Your bank account details.
- Photo copies of Aadhaar copy with DOB