

Date: 09 Dec 2021

Mr Sanchit Dixit
3107 Saroj Uma Sahkari Gr Nirman
SansthaJuni Mill Compound Murarji
Peth 413001

Employee No: 2284463
Dear Mr Sanchit Dixit

Engagement Letter - Trainee

With reference to your application to be appointed as Trainee and the subsequent interviews you had with us, we are pleased to appoint you as a Trainee under the Standing Orders of our establishment from 09 Dec 2021 and expire on 09 Dec 2022 subject to the following terms and conditions:

1. Your training engagement shall conclude on the 09 Dec 2022 or it can be terminated earlier with a notice period of 15 days or compensation in lieu thereof.
2. You will be paid a stipend as per the below annexure per month subject to ESIC Contributions.
3. You shall be covered under the Group Medical claim and Group Accident Policies of the Company.
4. You will adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time.
5. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.
6. Any breach or violation of the instructions / rules / will render you to terminate the training engagement.
7. You will adhere to punctuality and shall learn the trade/work diligently.
8. You will not be entitled to Bonus and other benefits as applicable to regular employees.
9. TeamLease reserves the right to conduct background verification through an external agency. For this purpose, TeamLease may share your personal details as voluntarily disclosed by you, with the external agencies. In the event it is found that the details furnished by you is incorrect or you have concealed any material information or your BGV report is negative, your services are liable to be terminated without notice.

Please return the copy of the Engagement Letter after affixing your signature at the appropriate place on the office copy in token of your having read, agreed, fully understood and accepted the terms and conditions of engagement. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your training assignment with TeamLease with the acceptance of your first stipend will be conclusive proof of your acceptance of the engagement in accordance with the terms and conditions of the Company's Standing Orders.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed



Signature and date:

Name: SANCHIT DIXIT

(Authorized Signatory)

Salary Annexure

Employee No: 2284463

Particulars	Amount
ESIC - Employer	450
Stipend	13838
TotalAmount	14288
Amount In Words(Rs)	Fourteen Thousand Two Hundred Eighty Eight Rupees

Net Pay Annexure

EARNINGS	Amount
Stipend	13838
Gross Earnings	13838
DEDUCTIONS *	Amount
Employee ESI	104
Professional Tax	200
Total Deduction	304
Net Salary	13534

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

Mandatory Training Programme - Prevention of Sexual Harassment at Work Place - The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (Act)

In accordance with the provisions of the above Act and the Policy of the Company to create awareness on prevention of sexual harassment at workplace, we urge you to undergo an online training programme, on the subject matter.

Please note that undergoing online training is mandatory for this engagement.

The **link** to undergo the programme and complete the evaluation is given below.

Link : <https://tconnect.teamlease.com/Learning>

The training programme shall be conducted on a regular basis every year. Please complete the training programme within 15 days of receipt of this letter, after which it shall be treated as a deemed confirmation that you have understood



your responsibilities in ensuring a safe workplace.

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