



Tata Sky

Company Confidential

Date: 11/07/2018

Mr./Ms. Vikas Arsude

Pune

Dear Vikas

**Sub: Employment Letter**

With reference to your application and subsequent interactions, we are pleased to offer you a Employment as **Customer Care Executive** in the **Operations** function with **TATA Business Support Services Limited** (The Company) on the following terms and conditions.

The tenure of the employment will be for a period of One Year from 11/07/2018 to 10/07/2019 and the same may be renewed from time to time based on the performance of/as may be mutually agreed upon by the Company.

You would be paid a stipend of **Rs. 6400/-** for the **1<sup>st</sup> month** during which you would under going training. Post completion of 1 month the remuneration and benefits applicable to you are mentioned in Annexure – 1.

The above mentioned offer shall be valid if you join us on 11/07/18 at **09:30 AM** should you have any further queries, please feel free to contact our Recruitment Team at **020-66052841**

You will be working on flexible timings as may be decided by the Company.

As you step in, along with us you also carry with you the expectations of TATA family – that you would truly identify and exemplify the TATA Code of Conduct.

Your joining shall be subject to

- upon submission of copies of following testimonials (originals to be presented)
- Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)

Some of the terms of your Employment are mentioned below:

The Company policy for insurance benefit and privileged leave for grade 1A employees will be applicable to you from the date of joining.

Your employment with the Company can be terminated upon **30 days** prior notice by either side. However, the Company reserves the right to, at its sole discretion, substitute the **30 days** prior notice by paying you salary for **30 days** in lieu there of. Though if not certified during the training period the company has the complete right to terminate the employment without any prior notice. For abundant caution it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/ resignation letter (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

Please note that the information pertaining to remuneration and benefits payable to you is CONFIDENTIAL and should not be shared with anyone other than the authorized representative(s) of the Company.

Please note that in the event of misconduct on your part, including but not limited to absenting yourself without prior sanctioned leave or harassment (sexual or otherwise) meted out to any other employee, the company may terminate your employment without assigning any reason whatsoever.

As an employee, you will be privy to sensitive and commercially valuable information concerning company and business. Such information is deemed to be the property of the company, and must not be disclosed during or after this employment to any third party without prior written consent of the company. Hereby, you undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking.

Please note that furnishing of false information or suppressing any facts is a disqualification for employment in this Company. Should such an act should come to our notice at any time during the period of your employment in the Company, your services will be liable to be terminated.

The above-mentioned does not purport to be exhaustive employment terms. You will be governed by the rules and regulations laid by the company from time to time. The afore mentioned terms and other rules & regulations shall remain current and binding until you are separated from the Company by way of a written agreement/ letter issued to you.

This overrides all verbal commitments made. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter. Should there be any dispute with regard to the terms stipulated herein, the same shall be resolved in accordance with the laws of India and any dispute/ reference to this shall be dealt at Mumbai (Maharashtra) under the exclusive jurisdiction of the Courts of India.

Looking forward to a mutually beneficial association.

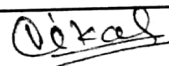
Welcome once again and wishing you the best time ahead!!!

For **TATA Business Support Services Limited.**

*For Smicetaa*  
**Pravin Rai**  
**Manager – Human Resources**

  
**Rikhil Mehra**  
**Sr. Manager Operations**

I accept the terms of this letter





Tata Sky General  
Tata Sky

Name : Vikas Arasude  
Grade : 1A

You will be entitled to the following remuneration effective your date of joining.

Component	Amount (Rs.)
<b>A. MONTHLY</b>	
Basic Salary	2220.00
House Rent Allowance	888.00
Conveyance Allowance	800.00
Bonus Advance	295.00
Other Allowance	2084.00
<b>B. PERFORMANCE PAY:</b> This will be payable on a monthly basis. The payout shall vary from 0% to 200% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
Performance Pay @ Meeting Expectation (100%)	740.00
<b>C. PROCESS, LANGUAGE &amp; LOCATION ALLOWANCE (PLL Allowance):</b> This allowance is given based on the process, location and language skill. This allowance is applicable till you are in the current process and may change at the discretion of the company.	
Tata Sky - Process Allowance	2500.00
Tata Sky - Language Allowance	0.00
<b>D. MONTHLY GROSS (A+B+C)</b>	<b>9527.00</b>
<b>E. BENEFITS</b>	
<b>PROVIDENT FUND - Company Contribution</b> (As per the PF Act; 12% of Basic Salary will be paid to PF Department towards Company's Provident Fund Contribution. As per the act, you will contribute the same amount as employee contribution)	266.00
<b>GRATUITY</b> (As per the Gratuity Act. This amount will go towards the gratuity fund and will be paid to you on completion of 5 years with the company)	107.00
<b>ESI - Company Contribution</b> (As per the ESI Act, company shall contribute 4.75% of your monthly gross for ESI. This amount is directly linked to your monthly gross and may hence vary. As per the act, 1.75% of your monthly gross will be recovered towards you.)	453.00
<b>MONTHLY TAKE HOME (Excluding Profession Tax)</b>	<b>9094.00</b>
<b>F. MONTHLY COST TO COMPANY (D+E)</b>	<b>10353.00</b>
<b>TOTAL ANNUAL COST TO COMPANY (F x 12)</b>	<b>124236.00</b>

**Note :**

# Performance Pay shall vary based upon your Performance Rating.