

Date: 16 Feb 2023

Ms Sujata Saini
C770 Rajendra Nagar near bala ji
mandir Bareilly
izzatnagar 243001

Employee No: 2800933
Dear Ms Sujata Saini

Appointment Letter

We are pleased to appoint you in our organization as Sales Support subject to the following terms and conditions:

1. Your contract will commence from 16 Feb 2023 and expire on 15 Aug 2023 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 16 Feb 2023 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 7th of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

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Bareilly

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12. During your employment with TeamLease, if we find any irregularity or insufficiency in the documents submitted by you, this Appointment Letter would stand cancelled/revoked.
13. You should adhere to clients information security policy, code of conduct and policy of prohibition of sexual harassment at workplace as per applicable compliance procedure from time to time
14. You hereby provide consent to conduct Background Verification through a agency (Education Documents, Employment History, Criminal Record etc.). Your employment will be terminated immediately in case Background verification report is red or negetative.

Other Terms and Condition:

- If associate selected or performing customer facing role or sales he/she should have valid NISM Certification Module V-A.
- Associate should adhere to client's information security policy as per the applicable compliance procedure from time to time.
- Trainings on and when nominated by client to be completed on time.

Non – Disclosure:

- You shall take care not to disclose or divulge confidential information/ trade secrets etc. belonging either to the Company or to the client, that you may come across in the course of your responsibilities either to the company and/or to the client or to anyone outside the client's organization and you shall use such confidential information only in connection with the services provided by you to such client.
- Further you shall not utilize any confidential information acquired in consequence of you employment for your benefit or for benefit of any third party other than the company or its client who has disclosed such confidential information or for whom you have created the confidential information.

Assignment of intellectual property rights:

- You are employed by the company on the express understanding that all services provided by you whether at the company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyright, trademarks, etc.) arising therein shall be owned exclusively by the company or its client to whom you may be providing services on deputation.
- In this regard, it shall be deemed that you have provided your consent for the assignment of any or all intellectual property rights developed either solely by you or jointly with the company or its clients exclusively and solely either in favor of the company or its clients an you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

Liability:

- You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the client. This arrangement of deputation is purely a contractual agreement between the company and the client for the time specified.
- You shall not engage in any act subversive of discipline in the course of your duty/duties for the client either with in the client's organization or outside it, and if you were at any time found indulging in such act/s, the com[any shall reserve the right to initiate the disciplinary action as is deemed fit, against you.

Asset and System:

- When you join the company and deputed to clients place, you may have access to phone, emails, Internet and other IT equipment's. You are required to use them in accordance to clients policy.
- You will be responsible for safekeeping & return in good condition & order of all the properties of the company/client, which may be in your use, custody, care or change in the course of your deputation to the clients place.

Gratuity:

Consequent to the transfer of your service in our rolls, the terms and conditions of service would not be adversely affected and you would be eligible to receive gratuity benefit in accordance with the provisions of the Payment of Gratuity Act / Rules. The period of service from 0 would be included for the purpose of calculating gratuity and the benefit would be paid to the eligible employees, based on the continuous period of service to be determined under the Gratuity Rules. Please note that the conditions related to forfeiture of gratuity would also be applicable in case of termination of your service for moral turpitude, riotous or disorderly behaviour, causing loss to client property wilfully, wholly or partially, etc.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed 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 appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

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[Handwritten Signature]

Director Corporate Relation
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TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

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

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

(Authorized Signatory)

Signature and date:
Name: SUJATA SAINI

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Salary Annexure

Employee No: 2800933

Particulars	Amount
Basic	8748
House Rent Allowance	3499
Employer PF Contribution	1739
ESIC - Employer	614
Insurance	637
Works Allowance	5741
Statutory Bonus	893
Total Amount	21871
Amount In Words(Rs)	Twenty One Thousand Eight Hundred Seventy One Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	8748
House Rent Allowance	3499
Works Allowance	5741
Statutory Bonus	893
Gross Earnings	18881
DEDUCTIONS *	
Employee ESI	142
Employee PF	1739
Total Deduction	1881
Net Salary	17000

* 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://connect.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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