



Date: 3rd June 2020

Name: Sangita Pal

Near LIC Divisional Office,Vill:Gopalnagar,P.O-Sripolli,Dist:Purba Bardhaman,West Bengai,Pin:713103

Dear: Ms. Sangita Pal

Sub: Engagement as Apprentice

With reference to the interview you had with us, we are pleased to inform that in consideration of the covenants made by you hereunder,we hereby select and engage you for undergoing training on the following terms and conditions:

01. You will be designated as **Technical Apprentice**.
02. You are to report on and from **3rd June 2020** at **Globsyn I. T Services (P) Ltd,Globsyn Crystals**, XI-11 & 12, EP Block,Sector V, Salt Lake Electronics Complex, Bidhannagar, Kolkata – 700091, West Bengal failing which the instant offer of engagement will stand automatically withdrawn.
03. You of your own free will binds yourself as apprenticeship trainee to serve the Company for and during and upto the full end and term of six monthsInitially, you will be located in Kolkata. The Management however reserves the right to transfer you to any other branches within the city without any alteration in the stipend amount.
04. The duration of the training will be **6 (six) months** only and shall take effect from the date of your joining.If you fail to make advancement in learning of the skills imparted during training or if your conduct is not found satisfactory, your training would be terminated without any notice and without assigning any reason, at any time during the period of your training.
05. You covenant with the Company as follows:-
 - a. That you will at all times during the said term diligently and faithfully serve the employer as apprenticeship trainee.
 - b. That you will not at any time during the said term, destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, moneys, stamps or chattels of the employer or of any of his clients of employer;
 - c. That you will at all time keep the secrets of the employer and its clients and employers and will not divulge the names and affairs of such clients and employer.
 - d. That you will readily and cheerfully obey and execute the lawful and reasonable commands of the Employer and will not depart or absent yourself at any time during the said term without our consent first obtained but will at all times during the said term conduct yourself with all due diligence, honesty, and propriety.
 - e. That you will at all times well and faithfully serve the employer, as an apprenticeship a trainee ought to do in all things whatsoever.
 - f. That you will make good and fully indemnify the employer for any loss or damage suffered or sustained by it by yourmisbehavior or improper conduct.
06. During the period of your training, you will be paid a stipend of **INR.12, 222/- (Indian Rupees Twelve Thousand Two Hundred Twenty Two Only)** per month, subject to taxes and levies – if applicable.

Globsyn I.T Services (P) Limited (Earlier known as Skills Xchange (P) Limited)
XI-11 & 12, Block-EP, Sector-V, Salt Lake Electronics Complex, Kolkata- 700 091

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07. During the period of your training, you will not be entitled to any other amenities / benefits, which are normally available to other employees.
08. You will cease to be an Apprenticeship at the end of the training period. All relations between you and the Company shall cease to exist, subject to your proper hand-over of documents, data and assets – as applicable – handed-over to you during your period of training with the Company.
09. During the Training period, your performance will be reviewed after 3 months and if your performance found to be Good, you may be absorbed into Company's payroll, as an employee, subject to availability of vacancies.
10. You represent and warrant that you are under no contractual or other restrictions or obligations which are inconsistent with the execution of this Engagement, or which will interfere with the performance of your work. You further represent and warrant that the execution and performance of this Engagement will not violate any policies or procedures of any other person or entity for which you have earlier performed Services concurrently with those to be performed herein.
11. You shall, during the term of this engagement and for a period of twenty four (24) months (the "Restricted Period") following termination of your engagement, will not, without our prior written consent directly or indirectly, on your own behalf or in the service or on behalf of others:
 - a. Engage in the similar nature of Business in the same area;
 - b. Accept employment with, or perform services as an independent contractor for, a Competing Enterprise;
 - c. Solicit, contact, call upon, communicate with, or attempt to communicate with any of our customers or prospects, or any Consultant of any customer or prospect, with a view to the business affairs of Globsyn I.T Services (P) Limited during the period of two years immediately preceding termination of this engagement; and
 - d. Solicit for employment, hire, or attempt to hire, or engage or attempt to engage as an independent contractor, any person that is or was employed by us, or solicit, encourage, or offer any inducement to any employee or other independent contractor to leave the employment, whether or not such employee or independent contractor is a full-time or temporary employee and whether or not such employment or engagement is pursuant to written letter and whether or not such employment or engagement is at will, provided that this restriction shall cease with respect to any of our former employee or independent contractor once such former employee or independent contractor has not been employed by us for at least six (6) months.
 - e. Perform any act that would be contrary to our business interest. For instance, you should not utilise this platform for your self-promotion or directly solicit any of our employee(s)
 - f. Enter into similar kind of engagement with any of our competitors.
 - g. Solicit or request any individual or entity that compete with us, orInduce or attempt to induce our any other consultant or client to terminate or breach any written or oral engagement or understanding with us.
12. Upon successful completion of your apprenticeship; based on your performance, and the available suitable vacancies, you may be absorbed into company's payroll as an employee. If the performance is found to be average or unsatisfactory, upon completion of the training, then you will not be absorbed and only a Certificate will be issued to you, for your future use.
13. That you and the Company are independent parties and nothing herein creates any joint venture, partnership or employer-employee or other similar relationship. You shall not have any authority to assume or create any obligation, expressed or implied, on our behalf other than as hereinbefore set forth.
14. In case any one or more of the provisions or parts of a provision contained in this Engagement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision or part of a provision of this Engagement; and this Letter shall, to the fullest extent lawful, be reformed and construed as if such invalid or illegal or unenforceable provision, or part of a provision, had never been contained herein, and such provision or part reformed so that it would be valid, legal and enforceable to the maximum extent possible. Without limiting the foregoing, if any provision (or part of provision) contained in this Engagement shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the fullest extent compatible with then existing applicable law.
15. You agree to indemnify, defend, and hold us harmless and our employees, and agents from and against any and all costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs and attorney's fees, which may arise out of your performance.
16. You will devote your whole time and attention to the cause of the Company and will not undertake any direct / indirect work or business - honorary or against remuneration - except with the written permission from the Company.

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17. You will not give out to anyone, by word of mouth or otherwise, particulars or details of know-how, security arrangements, administration and/or organizational matters of secret and confidential nature, which may be your privilege to know by virtue of your being an Apprentice.
18. In case you are posted in any of the branches/units of the Company, whether in existence or may come into existence in future, you will be governed by such terms and conditions as may be applicable to that branch/unit.
19. You will observe the discipline of the Company and will be subject to the rules and regulations as may be in force from time to time.
20. This arrangement and its continuance are subject to your being and remaining medically (physically and mentally) fit.
21. On your joining, you should submit the following documents:-
 - Passport Size Photographs (2 Copies).
 - Copies of Educational Certificates, starting from 10th Standard till the highest.
 - Copy of Relieving/Experience Certificate from your previous organizations, if any.
 - Copy of Birth Certificate.
 - Copy of Pan Card.
 - Copy of Adhaar Card.

Please sign the duplicate copy of this letter as a token of your acceptance of the terms and conditions offered by the Company as stated above.

Wishing you all the best.

Your sincerely,

For **Globsyn I.T Services (P) Ltd** *Original Copy Received, Read & Understood,*

and Acknowledging Acceptance & Abidance -

Soumak Roy

Sangita Pal

Soumak Roy

[SIGNATURE OF THE APPRENTICE]

Sr. Manager

Date :

06/06/2020

Place :

Kolkata