



Date: 21 Apr 2022

To.

Mr./ Ms. Swetha Selvam

EMP Code: ULFT210537

Address: 122, Bajana Kovil Street, Irrandam Kattalai, Kundrathur, Chennai

Further to your application & subsequent interview, we have pleasure to appoint you as a DEO on the following terms and conditions:

- 1. Your employment shall be for a Fixed Term of Eleven (11) months commencing from 21 Apr 2022 and shall automatically end on 21 Apr 2023.**
- 2. Your monthly emoluments will be as under:**

Salary		Deductions		Employer's contribution	
Basic+DA	11398.00	PF Employee	1368.00	PF Employer	1482.00
HRA	4948.00	ESIC Employee	147.00	ESIC Employer	636.00
Addition Allowance		PT	208.00	Ins (GPA/Medi)	
Leave Encashment	1373.00				
Conveyance					
Statutory Bonus	827.00				
Tel Allowance					
Travel Allowance					
Gross	18546.00	Net In Hand	16823.00	CTC	20664.00
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- 3. You will be entitled to Provident Fund, ESI and other statutory benefits as may be applicable.**
- 4. Your continuation in the employment will always be subject to your remaining physically and mentally fit and alert. The management shall have every right to get you medically examined or re-examined at any time by the Registered Medical Practitioner, whose findings will be final and binding upon you.**
- 5. Your work, duty hours and shift working will be regulated from time to time purely at the discretion of the Management as per expediency of service.**
- 6. We are in the business of providing Warehouse services to our various corporate clients. Your services will be liable to be transferred from one client to another and/or from one place to another and/or from one office to another, purely at the discretion of the management. Such transfer may be to such places & clients that may arise in future. The duration of your appointment is co-terminus with our contract with the client.**
- 7. You will be the whole-time employee of the company and will not engage yourself in any work similar in nature to that of the company and / or in which you may for the time being be engaged by the company and / or engage yourself anywhere in your work, professional or employment either honorary or otherwise during the period of your employment with the company.**
- 8. Your services will be governed by the Standing Orders / Code of Conduct / Rules and Regulations of the Organization as in force from time to time.**
- 9. You may be laid-off on payment of 50% wages an account of shortage of work, materials, electricity and similar other reasons.**



10. If you are absent yourself without permission, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - a) Return to work within 8 days from the commencement of such absence and
  - b) Give an explanation to the satisfaction of the Management regarding such absence.
11. Your services will be liable to be terminated on 30 day's notice or on payment of 30 day's salary in lieu thereof. Similarly, you will not terminate your services without giving 30 day's notice or salary in lieu thereof and in case of failure on your part to do so, the Management will be entitled to recover the requisite amount from you either by withholding dues to that extent or otherwise, as may be necessary.
12. As we are service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
13. You will not engage in any act that may amount to misconduct and you will always observe and follow instructions given by your superiors. The management may dismiss you from the services without notice for engaging in any act or omission amounting to misconduct.
14. In case any act of omission constituting misconduct is alleged against you, you will be placed under suspension pending enquiry and will not be entitled to any wages during the period of such suspension.
15. SAFETY SHOES & DRESS CODE:
  - a) One pair of Safety Shoes and 2 T-shirts will be issued to you
  - b) Maintaining of Safety Shoes will be your sole responsibility and in case of any damage to T-Shirt the cost of replacement or repair to be borne by you.
  - c) In case of any damage to Safety Shoes the cost of replacement or repair to be borne by you.
  - d) Any employee without Safety Shoes or without dress code will not be allowed in work place for the day.
  - e) In case of any loss of Safety Shoes or T- shirts the cost of replacement will be deducted from the salary of the employee.
  - f) If you are found continuous abuse of Safety Shoes code or dress code procedure; the management is liable to take disciplinary action to the extent of terminating, you from your job.
16. Unauthorized disclosure of information of company or client (including trade secret) that you come across in the course of discharging your duties with the company, shall render your services liable to be terminated without notice and the company shall be entitled to proceed against you for appropriate compensation / punitive action depending on the nature of such disclosure.
17. The monthly wages will be disbursed in form of electronic online transfer to the bank account of employees.
18. In case of any change in the address during the course of employment, it will be your duty to intimate the management in writing within three days from the date of such change and will get the change so recorded in the Register of Addresses maintained for the purpose by the company.
19. All communications sent to you by the management at your last given address will be deemed to have been received by you.

The Condition of employment regarding wages, leave and holidays, working hours etc. shall be governed by the provisions of relevant statute which are in force or may come in from time to time

In case the above terms and conditions are acceptable to you, please sign the copy of the letter in token of your acceptance and return the same for our record

For United Logitech India Pvt. Ltd.

Authorized Signatory

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United Logitech India Pvt. Ltd.,



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DECLARATION

I have read and understood the above terms and conditions of employment and accept the same, and further undertake to abide by them

Date: \_\_\_\_\_ Signature of the Employee : \_\_\_\_\_