

Date: 03-11-2020

VIGNESHWARI.SEKAR
No. 31, WEST STREET,
THOTTIYAM,
TRICHY-621215

Dear **VIGNESHWARI.SEKAR**,

We are pleased to inform you that you are hereby appointed as in our Organization based at **UNIT-V, Kulithalai, Karur - District**, as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from **03-11-2020**, the date of your joining our Organization.
2. Your salary and other allowances shall be **Rs. 5000 & Incentives**
3. Your job functions and responsibilities as **DATA PROCESSING EXECUTIVE** are under preparation and shall be issued in due course.
4. **You will be placed on probation for a period of six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed your services shall be deemed to be automatically terminated.**
5. (i) During probation, the notice period for resignation will be one month from your side. After confirmation, the notice period required from your side is two months or one month salary in lieu of the same is necessary at the time of resignation during probation/confirmation.
(ii) The notice period, in the aforesaid Clause (i), should be given properly to avoid any legal action as per the Company rules.
6. After successful completion of your probation , you will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time , as and when applicable as per rules of the Company and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

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TTS Business Services Private Limited

7. During the period of service with the company , you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
8. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
9. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.
10. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.
11. **During your employment you agree to provide a two month notice if you wish to cease employment, failure to provide notice will be treated as absconding and TTS will not be liable to clear any dues which include salaries and incentives.**
12. Your services are liable to be terminated at any time :
 - (i) during probation or after confirmation, in case you are found to be medically unfit by the Company's Authorized Medical practitioner, on examination;
 - (ii) as and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc.
 - (iii) if you are found to be non-productive based on the work and quality expected by the Company.
 - (iv) An employee can be terminated on disciplinary grounds, either on formal issues of three subsequent memos and the corresponding corrective step /action taken, or immediately based on the severity of the disciplinary issues.

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13. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.
 14. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence, emails, websites etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.
During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the “SECRETS”. You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years period.
 15. You shall carry out the job of **DATA PROCESSING EXECUTIVE** and such other jobs connected with or incidental to which is necessary for business of the Company. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
 16. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
 17. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.
 18. All disputes arising out of this letter will be subject to the jurisdiction of the Trichy Court. And that the courts, tribunals and/or authorities at Trichy only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working organization being elsewhere at that times.
- You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For TTS Business Services Pvt Ltd.,

MANAGER-HR

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