



MCG WORKFORCE SOLUTIONS

B-222, Durian Estate, G M Link Road, Goregaon (East), Mumbai- 400063

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RefNo:MCG/C/001

Date: 30-Dec-2020

Raviprakash Mishra

A/1401, Sentosa park, Ekta
Parksville, Global city Virar
west, Palghar-401303

Dear **Raviprakash Mishra**

Emp code EMP001

Sub-Appointment Letter

With reference to the discussion you had with us, we are pleased to appoint in our organization as **Back office executive** as per the following terms and conditions listed below and in Annexure.

					Employee Deductions			Net Salary	Employee Contribution		CTC
Basic	HRA	Special Allowance	Conveyance	Gross Salary	PF	ESIC	PT		PF	ESIC	
12000.0	2000.0	628.0	400.0	13000.0	200.0	201.0	202.0	23522.0	500.0	700.0	6000000.0

You are requested to join for duty on or before **04-Jan-2016** at **RBL Bank limited**. You are requested to provide the following documents on joining:

- Original relieving letter from your current employer(if applicable).
- A Employee Joining Form link will provide by us should be filled before joining.
- Two passport size color photographs.
- Copy of your academic qualification certificates.

The details of the benefits, Terms and conditions applicable to you are enclosed in Annexure. You are requested to treat this information in strict confidence and not to disclose it to anyone under any circumstances.

We welcome you to be a part of the organization and request you to sign and return an copy of this letter to us as a token acceptance of your offer and the terms and conditions.

We wish you every success in your career with us.

Yours Sincerely

Anand Gaggar
Proprietor

I Agree to accept employment on the terms and conditions in this letter and the Annexure

Raviprakash Mishra

General terms

We trust that you have not provided us with false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered in to and which relate to or effect your commitments under this agreement.

Termination of contract the Employee

An associate who wishes to terminate his/her contract must address his contract termination letter to the head, Mcg Workforce. A copy of the same should also be sent to the client authorized representative. The associate should fulfill the notice period of 1 month during probation and three months after confirmation. He/She cannot take leave during the notice period. The employee is required to hand over all materials belonging to Mcg Workforce and the client organization. The relieving order will be given only after complying with the notice period and on returning all Mcg Workforce / client property.

Termination contract by Mcg Workforce

Mcg Workforce can terminate the contract of an associate on

- Obtaining reports of unsatisfactory performance from the client duly intimated to you.
- Conviction by any criminal court for any offence involving moral turpitude.
- Involvement in any activity, which adversely affects the confidentiality or secrecy of information pertaining to Client company's business or that of Mcg Workforce
- Damaging or destroying Mcg Workforce property or customers' property viz., database, material, equipment and inappropriate use of company's communication electronic communication systems.
- On obtaining reports on theft, abuse and unauthorized possession of company property or property belonging to a co-worker, customer or vendor.
- Unauthorized or improper use of leaves of absence; excessive or unauthorized absenteeism.

Code of Conduct

- You will not at any time disclose to the third party any of company's confidential information or any information concerning the business of the company and its parent and its affiliated companies, which you may come to know during your service with the company.
- You should exercise utmost care and due diligence while handling confidential document at work. It is imperative for you safeguard them in your draw, which should be locked if you are not in the vicinity of the document.
- You shall not act as agent for others in whatsoever manner.
- You shall not conducting illegal activities, including gambling in the premises of the client.
- You shall not use client's property for personal purposes.
- You shall be in possession of Identity Card when you are at the Customer's office.
- You shall not reveal or publicize proprietary or confidential information.
- You shall not intentionally interfere with the normal operation of the client company.
- You shall not download information from client or Mcg Workforce and trade the same to competitors.
- You shall not give out email ID's and Unicode to unauthorized persons for accessing company information.
- You shall not make unauthorized and request to the client company on matters, which have no bearing on the work.
- You shall not exhibit behavior detrimental to the client Organization unless duly authorized in writing.
- You shall adhere to policies, Rules and guidelines of the client organization and any other rule as specified by the client to you as per their internal policy.
- All payments under during your tenure with us are subject to statutory deductions including income tax wherever applicable.

Annexure

You are expected to join the service of the company not later 7 days from the date of this appointment letter failing which the appointment made by this letter will stand automatically withdrawn.

Mcg Workforce may offer to engage you to perform specific work Assignments from time to time for any of its customers at a specified location and you may choose to accept such offer at your discretion. Upon acceptance of offer , you shall:-

- Fully perform the services, in a professional manner, at the customer's location till the completion of the term of the work assignment.
- During the term of work assignment, render services exclusively to the customer and such performance shall not be inconsistent with any obligation you may have to other third parties. Not engage in any conduct against the interests of Mcg Workforce or the customer.
- Not to receive any payment of any nature directly from the customer unless agreed to by Mcg Workforce.
- Not, either indirectly or directly, offer you for employment with the customer or its affiliates during the period of work assignment without the prior permission of Mcg Workforce.
- Comply with the safety, health and other rules and regulations of the customer provided that you have been made aware of the same.
- Report and be present at the customer's designated location during the working hours applicable to customer location.
- Extend all cooperation to customer's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with the entire applicable so as to undertake the work assignment.
- You shall not at any point of time stake any claim employment, damage, loss or compensation of any sort whatsoever against any customer of Mcg Workforce.

You will be on probation for a period of one year from the date of your joining. On completion of the training period and subject to your satisfactory performance, you will be confirmed employee of the Company. Unless confirmed in writing, you will be deemed on training.

You will be entitled to any employer's contribution of Provident Fund to the extent of 12% of your basic salary.

You will be entitled to all other statutory benefits wherever applicable during the service with the company.

ESI

All employees with monthly wage * less than 21000 are covered by the employee State Insurance. The associate should submit the ESI declaration with In three days of joining the company. For any help/clarification related to ESI you can contact the company officials.

Leave

Employees are to submit leave requisition to the client reporting manager. Leave will be granted only on approval of the client reporting manager. Your company will maintain your leave records as per the information received from the client and accordingly advise for salary payment.

Transfer

Your services are liable to be transferred to any department/location/Customer's Office (existing or which may come in to existence in future) of the company anywhere in India or abroad.

Other Engagements

You are not permitted to accept any employment, part-time or otherwise, or take interest directly or indirectly in any business activity likely to compete with those in which the Company and its customers are interested. You are required to devote the whole of your time, attention and ability to the business of the company and its customers and to observe all the rules and regulations, which are made applicable from time to time.