

Date: July 16, 2020

Angira Dey

Letter of Appointment

Dear Angira,

With reference to your application dated **July 16, 2020** and subsequent interview in that regard, we are pleased to make an offer of appointment to work as **Customer Service Associate- Voice** on a fixed term basis w.e.f. **July 17, 2020** under the following terms and conditions of employment:

1. That your designation will be **Customer Service Associate- Voice** and you will be paid a consolidated salary of Rs. **15520/- (Fifteen Thousand Five Hundred Twenty Rupees Only)** per month inclusive of all allowances and statutory benefits etc.
2. That you are hereby appointed for a fixed period of **3 months 15 Days** being the period of requirement and your services shall be automatically come to an end on **October 31, 2020** by efflux of time. However, in case the requirement is extended, your services may continue till the determination of the requirement and in that situation your contract of service may also be renewed/extended.
3. The Company's business operates on a 24x7 basis and you may therefore be required to work in shifts including periodic night shifts. Work exigencies and your profile may require you to extend your work-timings in accordance with the Working Hour & Attendance Policy. By accepting and signing this letter you affirm your willingness to abide by this requirement.

4. Your employment is conditional upon your successful clear of the training and assessment as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
5. That, after successful completion of training and confirmation of employment, if the employer wants to discontinue the services of the employee before this expiry of term of this contract, then the employer will give either thirty (30)days notice or pay in lieu thereof.
6. That if the employee during the fixed term of contract or otherwise wants to exit then he/she will provide the thirty(30) days notice to the employer.
7. That at the expiry of fixed term as mentioned in here & above, if the requirement seems to exist, however if the employer wants to discontinue the services of the employee before this extend period of requirement , then the employer will give either thirty (30) days notice or pay in lieu thereof..
8. That you should be regular in your attendance and if you remain absent from duty continuously for 7 days or overstay the sanctioned leave for 7 days, you will be deemed to have abandoned the services voluntarily and your services shall be liable to be terminated without any notice.
9. That you may proceed on leave after prior information/permission of your superiors.
10. That you have to furnish any change in your address in writing and in case you do not furnish the same, you shall be liable for any adverse consequence thereof.
11. That your services are liable to be transferred to any other departments / division/office of the Company. Notwithstanding, your appointment in this Company, your services may be assigned at the discretion to any other company of the group. You may also be assigned such other duties as may become necessary at the discretion of the management in any branch or office of the company and/or its subsidiaries or associate companies.

12. That in the event of your becoming unfit for performance of your normal duties, you shall be liable to be discharge from the services without any notice.
13. That you shall have to carry out your duties as assigned to you diligently as directed by the management and your superiors from time to time otherwise your duties shall be liable to be terminated without assigning any reason thereof.
14. That you will maintain cordial atmosphere in the company and will not be rude or uncivil to your colleagues and superiors.
15. You will be governed by the rules/service regulations of the Company as applicable from time to time and you shall abide the same. However, it is clarified that the company expected you to act responsibly and in the best interest of the company at all times and on the contrary, your services are liable to be terminated without any notice.
16. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be terminated by the Company with immediate effect.
17. That you will not work anywhere else directly or indirectly part time or full time, honorary or otherwise while in employment with us.
18. You are required to devote the whole of your attention and abilities exclusively for the business of the company and shall in all respects obey and conform to the regulations from time to time framed and by the company and applicable to you.
19. You shall present yourself at work at the time fixed and notified and if you arrive late, the disciplinary action may be initiated as per the applicable policy.

20. That for all other matters not herein specified the applicable Company Policies shall apply. .
21. That this offer of employment is being given to you with the presumption that you are medically fit for the job and you may have to get a medical fitness certificate in this regard from a registered medical practitioner prescribed by the management, if deemed necessary and in case you are not found fit for the job your services would be liable to be discharged without any notice.
22. This offer of employment is based on the information furnished in your application for employment. If, at any time, it comes to light that any of this information is incorrect or any relevant information has been concealed then your employment is liable to be discharged without any notice.

You are required to sign the duplicate copy of this letter as a token of your acceptance and return the same for our records.

For  \_\_\_\_\_

Authorized Signatory

Emp Code 3312048512

**Annexure I**  
**Compensation Details**

Name Of Employee:	AngiraDey
Designation:	Customer Service Associ.
Grade:	Grade I
Date Of Joining:	July 17, 2020
City:	Kolkata
<b>Salary Structure (Appointment)</b>	<b>Amount in Indian (INR)</b>
Basic Pay	8,353.00
Housing Rent Allowance (HRA)	5,012.00
Transport Allowance	0.00
Flexible Benefit Plan	0.00
Statutory Bonus#	696.00
<b>Gross Fixed Salary (1)</b>	<b>14,061.00</b>
Provident Fund (Employee) (2)	1,002.00
ESIC (Employee) (3)	105.00
<b>Net Take Home [1-(2+3)]</b>	<b>12,954.00</b>
Provident Fund (Employer) (4)	1,002.00
ESIC (Employer) (5)	457.00
Gratuity* (6)	0.00
<b>Total Fixed Cost (1+4+5+6)</b>	<b>15,520.00</b>
<b>Annual Fixed CTC</b>	<b>186,240.00</b>
<b>Annual Performance Pay**</b>	<b>0 % of Annual Fixed CTC</b>

For, Teleperformance Global Services Private Limited



Preeti Sawhney  
Senior Director - Recruitn

\*Gratuity shall be payable as per "The Payment of Gratuity Act".  
 \*\*Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" payout policy.  
 #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold" as qualifying criteria for such payout.

Employee Signature	_____
Employee Name	Angira Dey
Sub Process	_____