

*Confidential*

**LETTER OF APPOINTMENT**

**TO  
NAME.....  
ADD1.....  
ADD2.....  
MOB. NO.:  
E-MAIL:**

**Date:**

**Dear .....**

Post our mutual discussions, with respect to your interest in employment with our organization, we are pleased to appoint you as **Name of Position**, on following terms and conditions,

**01. PLACE OF POSTING:**

Your primary place of posting will be at Noida. However, during employment with the company, you may be transferred to any operating office or location of the company or its Subsidiaries, Affiliates or its Client site at Noida or elsewhere in India. Your services may be assigned or you may be sent on deputation to any of the Group Companies or Subsidiaries, as may be desired by the company.

You are expected to join our organization with all required documents as per Annexure-A, latest by **dd/mm/yyyy**, after which date the offer would automatically expire unless extended in writing by the Company.

**02. COMPENSATION & OTHER BENEFITS:**

Your compensation on total Cost to Company (CTC) basis, as mutually agreed is detailed in Annexure-B to this letter. Company shall as per applicable regulations, statutes deduct taxes, cess and levies from CTC.

The compensation details are strictly confidential between the Company and yourself and such confidentiality shall be maintained at all times.

**03. COMPENSATION GROWTH & CAREER PROGRESSION:**

Any increase in your CTC/Compensation and your career growth prospects in the Company shall depend on your efficiency, hard work, good conduct and due compliance of Company's policies and internal regulations no case increase in compensation or career progression can be asked, demanded or deemed granted based on passage of time or automatic as a matter of right.

**04. PROBATION/CONFIRMATION:**

You will be on probation for a period of **6 Months**, effective from the date of your joining. The said period of Probation may be extended or reduced at the sole discretion of the Management. During the period of Probation, this Employment Contract can be terminated by either side by giving **15 days** prior written notice or payment of only the Basic Salary in lieu thereof. On completion of initial Probation period of 6 months, you will be deemed to be confirmed in the services of the Company, unless otherwise intimated, in writing by the company.

**05. LEAVE:**

You will be eligible for Leave under various heads as per approved HR Policy of Company.

**06.TERMINATION:**

i)After completion of probation period, this employment contract can be terminated by either you or the Company by giving **30 days** prior notice or payment of Basic Salary a stated in Annexure1, in lieu thereof.

However, in the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of 3 Months, without any pay in lieu of the notice period.

ii)Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof for any of the following reasons,

a) Any act of misconduct, without being exhaustive and without prejudice to the general meaning of the term “misconduct” in the case of reasonable suspicion of misconduct, commission of an act involving moral turpitude, any act of indiscipline or inefficiency.

b) In case particulars mentioned in your application or unsubstantiated or discussions, papers submitted by you to the Company are found false or any certificates/testimonials or documentary evidences submitted by you are found to be false or incorrect and/or that you have suppressed and/or withheld any information.

c)In case you have undertaken any direct/indirect-full time or part time business or work whether for honorarium or remuneration, without prior written permission of the Company.

d)If you have participated in any Elections of any kind without obtaining prior written permission of the Company.

e) If you have indulged in passage of Confidential information of the Company, to any third party or otherwise, or have willfully and deliberately violated or have breached any policies or internal regulations and conduct guidelines of the Company.

**07.MEDICAL FITNESS:**

Your Appointment and continuation in service of the Company is subject to your being declared and remaining medically fit by a Medical Officer or a Doctor specified by the Company. The Management has the right to get you medically examined by a Registered Medical Practitioner, during the period of your service. In case you are found medically unfit, Company in its sole discretion terminate your services by giving you notice of 1 Month or Basic Salary in lieu thereof.

**08.DUTIES AND OBLIGATIONS:**

a. You shall strive hard to promote the interest of the Company and shall not undertake any activity of any nature whatsoever which is, construed or deemed to be detrimental and prejudicial to the interest and goodwill of the Company.

b. The Company expects you to work with a high standard of ethical practices, initiatives, efficiency during your employment. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.

c. It is agreed and understood that in certain category of jobs and positions in the Company, including yours, Company makes or will make substantial investments and expenses to train employees to hone up their skill sets. Accepting and recognizing such an investments and expenses incurred or to be incurred by the Company, such employees willfully agree to execute special non-compete and periodically binding agreement with the Company. You may upon accepting such considerations chose to allow the Company to make such investment upon your executing such an agreement.

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**d.** You agree to follow & comply with all the internal regulations, guidelines and policies of the Company as may be framed due to business exigencies or otherwise. You also accept the obligation to be in full compliance of all statutory laws and regulations for and on behalf of the Company as may be so expected or desired including the Cyberdiary & other Laws so as to not to in any manner prejudice the rights and interests of the Company.

**e.** You will not, unless specifically authorized by your superior officer in writing, give any interview in any newspaper, magazine or write to press or media (print/electronic)

**f.** You certainly agree and confirm by accepting the Letter of Appointment that the Company's internal information and its various business and operational practices and details including but not limited to the details of Company's business processes, communication/emails, list and details of customers/clients, technical know-how, financial records, commercial plans, business plans etc., which come into our knowledge or information are of a confidential/secret nature and you will always maintain the confidentiality of such information, details or processes. Divulging of any such information or details in part or in whole can cause irreparable loss and injury to the Company and you duly accept and respect the same. You hereby confirm and acknowledge that fully appreciating the said confidentiality and sensitivities of such information, you will not directly or indirectly share or divulge to any third person during the period of your service and for a period of 3 Years after cessation of your employment with the Company in written form or by word of mouth or otherwise.

**g.** You will not enter into any commitments or dealings on behalf of the Company for which you have no express and/or written authority.

**h.** You will be responsible for the safe keeping and return in good condition and order of all properties or assets of the Company, which may be in your use, custody, care or charge. For loss, damage or non-return of any asset of the Company in your possession and care, the Company will have a right, in its sole discretion, to either take steps to recover the said asset of the Company by due process of Law or recover the original value of all such materials from you. Company shall have a further additional right to take such other actions as it deems proper in the event of your failure to account for or return such material or asset as would be entrusted to you during your employment to you or on your direction.

**i.** If you during the course of your employment make any discovery, invention, process or improvement, patentable or otherwise, the same shall be, as is being hereby accepted by you, will be deemed to have been so made by you for and on behalf of the company and such discovery, invention, process or improvement shall legally, and absolutely be considered to have been made by you for the Company and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Registration of Copy Right, Patent, Licenses or other intellectual property and other legal rights, privileges or protection as may be so required in respect of any such discovery, invention, process or improvement so that the beneficial ownership thereof shall always vest and deemed to vest, belong and accrue to the Company alone. You further agree that you shall execute and sign all instruments, acts, deeds and things, which may be required by us for registering, assigning, transferring or otherwise vesting the same and all beneficial ownership arising in respect thereof in favour of the Company, Group Companies, Subsidiaries and you hereby surrender all your rights in respect thereto by your own free will and choice.

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**9.GENERAL POINTS:**

- a. Your age mentioned in the Matriculation/Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- b. You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent by us to you, on your last recorded address/address as indicated above, shall be deemed to have been served upon you.
- c. The present designation is subject to change depending upon work assignment from time to time.
- e. Please submit required documents as per Annexure-A, if not submitted earlier,

Acceptance letter and all future correspondence should be addressed to,

**Arun Zurel**  
**Global Director**  
**BSL Placement Pvt. Ltd.**  
**Plot No. B-9,1<sup>ST</sup> & 2<sup>nd</sup> Floor,**  
**Sector-16, Noida-201301**

Please note, that this Letter of Appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within 15 days, from issue of this letter.

We look forward to your joining our team; for a long, successful and pleasant association.

Sincerely Yours,  
**For BSL Placement Pvt. Ltd.**

**Arun Zurel**  
**Global Director & Authorized Signatory**

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**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood the above terms and conditions and hereby accept the same. I would join on.....

SIGNATURE

NAME

DATE

- Encl: a) Annexure-A (Confidentiality Agreement)  
b) Annexure-B (List of Documents for joining formalities)  
c) Annexure-C (Compensation & Benefits)

**Annexure-A**

**CONFIDENTIALITY AGREEMENT**

By accepting the Letter of Appointment, you hereby agree and confirm the following,

That,

- 1) the Company's internal information and its various business and operational practices and details including but not limited to the details of Company's business processes, communication/emails, list and details of customers/clients, technical know-how, financial records, commercial plans, business plans etc., which come into your knowledge or information are of a confidential/secret nature and you will always maintain the confidentiality of such information, details or processes.
- 2) divulging of any such information or details as specified in clause 1) in part or in whole which may cause irreparable financial loss, reputational loss or loss of competitive edge to the Company, you will always maintain the confidentiality of all such information, details or processes and you duly accept to safeguard the same.
- 3) you will store official information and data in official storage devices only.
- 4) you will not directly or indirectly share or divulge to any third person during the period of your service with the Company in written form or otherwise which includes verbal and nonverbal means like downloading official information from company portal/official E-Mail Id and forwarding the same to any private E-Mail Id or retrieving/storing official information(s) in personal hard disk/thumb drive or in any other electronic form.)

You understand that any violation of this Confidentiality Agreement can make you liable to termination of this service contract and to damages for the compensation of the losses thereby incurred under applicable Indian Laws.

The foregoing obligations on confidentiality survives the duration of your employment with us.

For BSL Placement Private Limited

.....

Director & Authorised Signatory  
Date:

Signed and Acknowledged by

.....

Employee  
Date:

**Annexure-B**

At the time of joining, you are requested to bring the following original certificates along with one set of copy (A4 size only). It would be in your interest to ensure that they are in place at the time of joining the organization.

- Offer Letter
- Copy of Certificates supporting your educational qualification along With mark sheets
- Birth Certificate/Schooling Certificate in support of your age
- Your latest Salary Slip (if applicable)
- Your relieving letter from your present employer (if applicable)
- Experience letters from all previous employers (if applicable)
- Copy of your Passport
- One Passport Size Photograph
- As part of your personal health details, we require your blood group.

You are requested to have this checked before joining.

Office Locations – **BSL Placement Pvt Ltd**  
B-9, I & II Floor, Sector 16, Noida 201 301  
Ph No. – 0120-4239759

**Annexure-C**

**Compensation and Benefits**

**Employee Name:**

**Employee Id:**

**Designation:**

<b>Earning Heads</b>	<b>Monthly Gross (INR)*</b>	<b>Yearly Gross (INR)*</b>
<b>Basic</b>		
<b>HRA</b>		
<b>Conveyance Allowance</b>		
<b>Medical Allowance</b>		
<b>Special Personal Allowance</b>		
<b>Total</b>		

\*Note:

The defined salary will be subject to TDS or any other Statutory deductions as applicable.