

Date:24-09-2021

Employee Code :H33519  
Name :Indu .  
Location :BANGALORE

## LETTER OF APPOINTMENT

Dear Indu .

We are pleased to appoint you an employment in our organization Adecco India Pvt. Ltd., as **HR ASSISTANT** for a fixed period of employment (“Contract”), on the following terms and conditions.

1. The term of your employment shall be valid from **13-09-2021** to **16-04-2022**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **13-09-2021** at 9.00 a.m. at **Amazon Development Centre (India)PVT LTD, BANGALORE**.
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **30** day’s notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **13-09-2021** be deputed by the Company to work at the client’s office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.
7. These terms and conditions would be deemed accepted /acknowledged in case we do not receive your response within 15 days from the date of issue of this letter.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

**Adecco India Pvt. Ltd.**



Arun Soman  
Sr. Manager – SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPENSATION SHEET

Employee Code: <b>H33519</b>
Name : <b>Indu .</b>
Designation : <b>HR ASSISTANT</b>

Compensation	Rs. Per Month
BASIC SALARY	15500.00
ADVANCE AGAINST STATUTORY	1291.00
HOUSE RENT ALLOWANCE	7750.00
MEDICAL ALLOWANCE	1250.00
CONVEYANCE ALLOWANCE	1600.00
SPECIAL ALLOWANCE	1401.00
GROSS (SUB TOTAL A)	28792.00
PROVIDENT FUND EMPLOYER	1800.00
EMPLOYER PF ADMIN CHARGES	75.00
EMPLOYERS EDLI CHARGES	75.00
EMPR INSURANCE GMC	26.00
EMPR INSURANCE GPA	7.00
EMPLOYER WC POLICY	225.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2208.00
CTC (SUB TOTAL A+B)	31000.00
PROVIDENT FUND EMPLOYEE	1800.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1800.00
TAKE HOME (SUB TOTAL A-C)	26992.00

Annual CTC : **Rs. 372000.00**

**Note :** "Take home is subjected to all statutory deductions and applicable tax deductions"



Arun Soman  
Sr. Manager – SSC



Simi Chacko  
Asst. Manager - SSC

Authorized Signatory  
**Adecco India Pvt. Ltd.,**

I hereby accept the above-mentioned terms and conditions.

## CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at [legal.India@adecco.com](mailto:legal.India@adecco.com).
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: [legal.India@adecco.com](mailto:legal.India@adecco.com)
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: \_\_\_\_\_

Signature & Date: \_\_\_\_\_