

XSSPL-HRM-FM-21/2020-21

Deeksha Tiwari  
Malwa fatehpur

Subject : Appointment Letter

20/10/2021

Dear Deeksha Tiwari

This is reference to your application and subsequent interview with us. We are pleased to appoint you as Soft skill Trainer (T3) in our organization. You date of joining shall be 20/10/2021. The terms and conditions will be as follows.

- 1) **REPORTING:** On the day of your joining, you shall report to the Project Head/State Head/general Manager.
- 2) **REMUNERATION:** Your CTC will be Rs. 12000/- per month. In addition to your basic salary, you will be entitled to perquisites listed in Annexure-I. The perquisites applicable to your grade are subjected to alteration and amendment, and you will be entitled to the same as per the rules of the company.
- 3) **PROBATION:** You will be on probation for a period of six months from the date of your joining, where after, if your services are found satisfactory, you will be confirmed in writing. If found necessary, probation period may be extended at sole discretion of the management or may be dispensed with earlier during the initial or extended period of probation. Unless confirmed in writing, you will be deemed as probationer after the expiry of initial or extended period of probation.

Deeksha Tiwari  
Employee Code: XSSPL118

*Deeksha Tiwari*

- 4) **PLACE OF POSTING:** Your place of posting at present is **Xpert Safety Solution Private Limited C/o Global Public School Radha Nagar Fatehpur Uttar Pradesh (DDU-GKY Residential Training Centre)**. You are liable to be transferred to another department, post or place in India or abroad either in existence or which may come in existence hereinafter/ open its branch/ office/ works later on. Upon such transfer the rules and regulations of services application to such post or at the place of transfer will become applicable to you
- 5) **RULES AND REGULATION:** During your services with the company, you will be governed by rules and regulations framed by the company from time to time.
- 6) **CORRESPONDANCE:** Your address noted above shall be treated as your address for correspondence. Change if any, should be notified in writing immediately. All letters sent at the address available on the records on the office shall be deemed to have been duly served upon you.
- 7) **SUPERVISION:** You will under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligent and satisfactorily carry out instructions given to you by your superiors in connection with the word assigned to you to the best of your potentialities, skill and ability.
- 8) **FITNESS:** The continuation of your service will be subject to your being found and remaining medically fit. During the tenure of your service you can be required for medical checkup either at instance of the Management or by the authorities.
- 9) **RETIREMENT:** You will automatically retire, without any notice on you reaching the age of 58 years. The management reserves the right to retire you from the service at any time if you are found to be medically unfit.
- 10) **TERMINATION/ NOTICE PERIOD:**
- Your services are liable to be terminated any time during the probationary period without assigning any reason or without notice or payment thereof.
  - After confirmation, your services are liable for termination on giving one month's notice per year of service or part thereof subject to a maximum of three months notice or salary in lieu thereof without assigning any reason. Similarly, you will be at liberty to resign from the services of the company after giving one month's notice per year of service or part thereof subject to a maximum of three months in writing to the company. Alternatively salary in lieu of the aforesaid notice period may be given either party.

Deeksha Tiwari

Employee Code: XSSPL158

*Deeksha Tiwari*

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- 11) **CONFIDENTIALITY:** A confidentiality agreement as per appendix –II, duly signed by you and company forms an integral part of this appointment letter.
- 12) **INFORMATION:** If any information in the personal data furnished by you is found false/ incorrect, you will be liable to be dismissed without notice.
- 13) **SECURITY OF OFFICE:** You will not give out to any one by word of mouth or otherwise particular details of our process, know-how, information or trade secrets, administrative or organizational matters or any information of confidential and secret nature which it may be your privilege to know by virtue of being our employee.
- 14) **CO-EMPLOYMENT/ BUSINESS:** You are expected to promote and expand the business of company and not directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment without written sanction from company.

Please sign the duplicate copy of the appointment letter and return to us as your acceptance of the above terms and conditions

Wishing you all the best and welcoming you to our organization.

Xpert Safety Solutions Private Limited



Skill India



Amit Umrao

(Head-Project DDU GKY)

Signature: Deeksha Tiwari  
Deeksha Tiwari  
Employee Code: XSSPL158

Deeksha Tiwari

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