

**T&M Services Consulting Private Limited**  
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**Ref No : TNM/MH/ID-341833/2023-2024**

**Date : 12-May-2023**

**Mr. Gaurav Prakash Ghule**

**Room No-3 Ram Niwas, Chawl No-1, Gumpha Road Jogeshwari East Mumbai 400060**

**Dear Mr. Gaurav Prakash Ghule,**

**Sub: Fixed Term Period Appointment Letter**

We are pleased to inform you that the organization has decided to appoint you as **Customer Service Associate - Data** and you are deputed for our fixed term period, with our client (**Non Banking Financial Company**) You will be working with us for a fixed term period from **12-May-2023** to **11-May-2024**, on the following terms and conditions:

1. Your monthly Consolidated salary would be **Rs. 20307 (Rupees : Twenty Thousand Three Hundred Seven Only)** inclusive of all statutory dues payable to you based on pro rata basis of your attendance and performance.
2. Deduction of Income Tax, Professional Tax, Provident Fund, ESIC & other statutory deductions shall be made as per the requirements.
3. The organization reserves the right to vary the terms of your appointment for the Fixed Term period, however after giving you notice as may be and if required under existing rules or law.
4. The organization has the right to transfer you to any of its branches existing at present or Office or branches likely to open in future any wherein India, in the interest of the organization's business. You shall be governed by the conditions of service or rules and regulations that may be prevailing in the place to which you may be transferred.
5. Duty Hours: You have to be regular in attendance and work and behave well. You shall observe working hours as applicable to client's staff, where you are deputed to the client. However you may have to attend your duties as and when required in shifts, on holidays or Sundays in accordance with the exigencies, for which no extra payment will be made. The Company's business operates on a **24X7** basis and you may therefore be required to work in shifts including periodic night shifts.



6. You shall record your attendance in Biometric/Mechanically at Client place on that basis of which salary shall be paid to you. We do not accept attendance in any other way.
7. You need to submit scan copy of **police verification certificate** within one month from date of joining. In case the police verification certificate is not provided then appropriate action will be taken.
8. You should to wear Identity Card (ID Card) provided by us at client place .
9. You should notify to the organization, if any change in your local or permanent address forthwith.
10. Confidentiality: You will be responsible for maintaining the secrecy and confidentiality and shall not divulge/ disclose to anyone the information obtained by you during the course of executing your fixed term period.
11. You shall disclose to the organization any act of bad faith committed by a fellow servant or any such act or omission which comes to your knowledge and which you consider to be detrimental to the interest of your organization's/Clients business.
12. Accommodation & Transport: You will make your own arrangements for accommodation, local transport, etc. and you will not be eligible for any additional reimbursement in this regard.
13. We will issue you an identity card, which should be displayed by you at all times at our client sites.
14. Your services can be terminated without notice and inquiry, under the following condition's
  - A. In case your performance is found to be unsatisfactory, or you are found violating any disciplinary norms of the organization or our client.
  - B. In case the Client project/process/Line of business/Business Unit/Business Activity comes to an end.
  - C. In the event of rejection by the Client, dishonesty, disobedience, absence from duty without permission or any other act considered detrimental to the interest of the organization/client, or violation of one or more terms of this appointment for Fixed term period.
  - D. Any activity leading to formation of groups which the organization may feel that such groups may hamper the work, peace and general client relationship.
  - E. Any activity resulting in loss of work at our organization or its client premises or purposive delay of work, at an individual capacity or in conjunction with other colleagues, will be treated as an indisciplinary act and may result in termination of your service without notice or inquiry, with immediate effect.
  - F. In case any information/particulars provided to our organization or its Client during and after your appointment for fixed term project is false and misleading.
  - G. In case of any Criminal Record or Criminal Proceedings initiated against you.
15. You shall observe the standards of cleanliness, decorum, safety and general discipline laid down by the organization or client.



16. You shall observe the timing as are intimated to you by the client, where you are deputed, from time to time. You will have to work for such extra time as may be necessary to fulfill your obligations. You are not expected to remain in the office premises after completion of your assigned work.
17. The organization / client is authorized to remove you from the premises if the client consider it undesirable or being not in the interest of the organization and or its employee's and workmen.
18. The candidate shall not perform any service for the organization while under the influence of alcohol or any unprescribed controlled substance. The possession of alcohol unprescribed controlled substance, drug or paraphernalia, firearms, explosives, weapons and other hazardous substance or articles are prohibited on the organization's / client's premises. In case candidate is found in possession of any of the above mentioned substances, he/she will be liable to be dismissed with immediate effect, without any notice and legal action may be taken.
19. You are expected to remain with the Client for full period of service mentioned above. By signing this agreement / letter, you acknowledges that breach of any one or more of the clause/ points of this agreement / letter will result in irreparable harm to Client and to our organization for which damages would be an inadequate remedy. Therefore, in the event of such breach, and in addition to its right and remedies otherwise available at law, Client and our organization shall be entitled to equitable relief.
20. Any damage caused by you at client's place or organization, intentionally/ unintentionally resulting in damage / loss of property or equipment or any tangible / intangible items / assets etc. will be dealt severally and you will be liable for damage or loss and compensation will be charged if any.
21. Client/T&M for employment: You will not claim for any form of employment with our client or T&M directly / indirectly or through any legal / illegal source after the end of your fixed term with our organization.
22. In the event of you're not being able to perform your assignment due to a disability or any other reason; you will be required to return to our organization, at the discretion of the management.
23. In case, you voluntarily resign before the end of your fixed term project, you shall have to give one month's notice in advance to the organization. The organization may refuse to accept your resignation till your charges are properly handed over. Irrespective of the clause 12 of the fixed term appointment letter, the organization has the right to terminate your fixed term period appointment by giving you one month's notice or notice pay in lieu of notice.
24. Probation Period is 6 Months and Notice Period during Probation is 15 Days . Notice Pay shall be calculated and recovered / paid on Gross Salary.
25. Notice Period after Expiry of Probation Period is 30 Days. Notice Pay shall be calculated and paid / Recovered on Gross Salary.
26. On or before joining you must furnish the followings:
  - A. 2 passport size photographs.
  - B. Copy of your resignation / relieving order or service certificate and tax deduction certificate.



C. Attested copy of Degree / Diploma Certificates.

D. Medical Fitness certificate from your family doctor.

If any dues/Amount credited wrongly to your bank account due to technical error, Company or authorized bank will have right to reverse the amount and you will have no claims on these amounts.

Client Location: MAHARASHTRA,

In case, the above terms and conditions are acceptable to you, please sign the second copy of this offer of fixed term period appointment, in token of your having understood and agreed to the same.

Yours faithfully,

**For T&M Services Consulting Pvt. Ltd.**



**Authorized Signature**

**Kindly co-ordinate on below Email ID & Contact No. for your any queries.**

**Email ID: - [hr27@tnmhr.com](mailto:hr27@tnmhr.com)**

**Contact No. 022- 40297531**

Encl: As above

I confirm my fixed term appointment on the above terms and conditions, which have been read and understood by me / have been explained to me in language known to me and I agree to abide by all the above terms and conditions. Also confirm the below mention points.

- 1) All the educational and KYC documents submitted by me it is true and verified
- 2) I do not have any past and current criminal records or criminal proceedings. In future, if any Criminal Record or Criminal Proceedings initiated against me then my appointment letter will be cancel with immediate effects.
- 3) I am working as contractual employee as per the contract period mention in the appointment letter. After the end of contractual period I do not claim any employment against the Client and T&M.
- 4) I am not given any type of charges to anyone for the selection of this post.

I accept that all above the terms and condition and annexure I

Name Gaurav Prakash Ghule

Signature \_\_\_\_\_ Date \_\_\_\_\_

