

Ref: Trident/November 2024/Goa
11th November 2024

Ms. Rajeshvari Kittur

Congratulations and Welcome to Trident Family!!!

With reference to your application and discussions you had with us, we are pleased to make an employment offer with us as **“Senior Assistant - Sales Support”** on the following terms & Conditions. You shall join us on or before **26th December 2024** on the following conditions:

1. Your initial place of posting shall be Goa. The company reserves the right to transfer you from one location to another when necessary and required. You shall comply with the rules relating to the transfer.
2. You shall report to the Manager or any authorized person nominated by the company from time to time.
3. Your total cost to company shall be **Rs. 31,303/-** (Rupees Thirty one thousand three hundred and three only) per month which shall include statutory contributions and payments as per applicable laws from time to time. The company shall also contribute Rs. 4,920/- (Rupees Four thousand nine hundred and twenty only) towards your annual insurance coverage and proportionate amount towards insurance paid shall be payable / deducted from the full and final settlement dues payable to you if the employment exit happens during the said year.
4. You shall be governed by the leave as per rules and regulations of the Company. The details of the leave rules and policy shall be communicated to you at the time of joining. You will be governed by the work instructions, training, hours of work, shifts, holidays and weekly holidays of the office / site you have been deputed from time to time. The Company reserves the right to alter or modify its rules.
5. You are required to inform to the Company (TRIDENT) in writing on your resignation and the Company shall process your resignation based on the resignation letter / mail received by us. During your notice period, you shall not avail any leave and any leave availed shall not be included in the notice period. Your employment is subject to **30 days** notice period from either side or **30 days** salary in lieu of notice. If you fail to comply with this clause, your payment due of any nature to you shall not be processed or paid till you fully and completely comply with the above requirement and your exit procedure shall not be processed by the Company. The company shall also have the complete right to fully recover any dues / payments from you as per the offer / appointment terms and deduct if any from the dues payable to you at any time. It will be at the sole discretion of the management to either ask you to serve the entire / part of the notice period or pay the company 30 days salary in lieu of notice. However, should your termination be due to unauthorized absence from duty, misconduct, fraud, negligence, theft, wilful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case, the company will not pay any notice pay or any dues payable to you and shall not process your exit papers.

6. You shall at no point of time stake any claim or right to claim employment, damage, loss of compensation of any sort whatsoever against the client if deputed to client location / site. Your employment will be subject to Trident's agreement with their client being in force and your employment with us shall cease immediately as and when our agreement with Trident ceases / terminates / expires and during such period, termination will be by **15 days** notice.
7. You shall be responsible for protecting the property entrusted to you in the due discharge of your duties and shall indemnify the Company (**Trident**) when there is a loss of any kind to the said property.
8. Any dispute between the parties would be referred to persons at the higher level in the respective organizations and if the dispute is still not resolved, the same shall be referred to arbitration and the provisions of the arbitration and conciliation Act, 1996 shall apply. The parties shall appoint a sole arbitrator and in the event of the parties failing to agree upon a sole arbitrator, either party can approach the Hon'ble High Court of Bangalore (Karnataka) for appointing an arbitrator and the venue of arbitration shall be Bangalore.

At the time of joining, please submit the following documents:

1. Photocopy of your PAN Card, Aadhaar card, certificates, and mark sheets in support of your academic qualifications as mentioned in your resume.
2. Relieving letter from your previous / last employer.
3. Four passport size and two family post card size colour photographs (if ESI applicable).
4. Proof of last drawn salary / pay slip.

The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to make appropriate action against you including termination of employment.

Please sign the duplicate copy of this letter as a token of having read, understood and acknowledged the contents / terms & conditions and return it to us.

Yours Sincerely,

For Trident Staff Solutions Pvt Ltd,

Director

Annexure

	Details of Monthly Compensation	
	Name	Rajeshvari Kittur
A	Monthly Emoluments	Monthly
	Basic Salary inclusive of DA	16,000
	House Rent Allowance	9,600
	Conveyance allowance	1,520
	Total (A) - Monthly Gross	27,120
B	Statutory Components	
	Employer contribution towards PF	2,080
	Bonus as per payment of bonus act	1333
	Gratuity as per payment of gratuity act	769
	Total B	4,183
	Total (A+B) - Cost to Company (CTC)	31,303

Signature: _____ Name: _____