



Confidential

14-May-20

To,
Ms.Smirithika p
E-Code:59506
1174/1 East street vethi road,
Prathabaramapuram,Nagapattinam
Tamil Nadu-611111

Dear Smitithika P,

APPOINTMENT ORDER

Reference your application and the interview you had with us, we are pleased to appoint you as **TRAINEE** in our organization with effect from **14-May-20** on the following terms and conditions.

1. You have been permitted to learn work as a **TRAINEE** in our organization with effect from 14th May - 20. The period of learning is initially fixed as **One year** and therefore your period Of learning with us will come to an end on **13-May-20**.However, the period of learning may further be extended, if deemed necessary and /or proper, at the. discretion of the Management for such period or periods as may be fixed by the Management and at the end of the extended period/ periods your learning period will come to an end.
2. During the period of learning, you will be paid a Stipend of **Rs. 17035/- (Basic of Rs.8500/-, House Rent Allowance of Rs.3400/-, Conveyance, Other Allowance Of -Rs.2100/, PF @ 13 % Rs.1378/-, ESI @ 3.25% Rs.665/-, Bonus of Rs.583/-, Gratuity of Rs.409)**.The quantum of stipend is liable to be reduced or enhanced at the discretion of the Management. You cannot claim the stipend as a matter of right.
3. You may be deputed or permitted to learn work in other department/ departments also at the discretion of the management.
4. Your aptitude and interest in learning the work and your behavior both inside and outside the company will be closely watched. You are expected to follow the rules and the discipline of the company.
5. You shall not employ, use and /or engage the confidential information for any purpose other than the business of the company and only during the course of your employment with the Company.
6. For the purpose of the aforesaid clauses confidential information means any information which is confidential, commercially sensitive and is not in the public domain relating or belonging to the company or parent company including but not limited to information relating to business methods, corporate plans, management systems, finances, new business opportunities, marketing or sales of any past, present or future, product or service, lists or details of customers, potential customers or the arrangements made with any customer.
7. You shall at times during employment and after the termination date keep confidential the confidential information disclosed to you and / or acquired by you in the course of the employment with the company and not to disclose the same to any person whatsoever.

TVS Supply Chain Solutions Limited
(Formerly known as TVS Logistics Services Limited)

Corporate Office: No. 226, Karunai Kudil, Cathedral Road, Chennai - 600086, India. Phone: +91 - 44 - 3088 2400 / 4098 0300
Registered Office: No: 10, Jawahar Road, Chokkikulam, Madurai - 625002, India.
CIN: U63011TN2004PLC054655

Collaborate. Innovate. Accelerate.



8. As you are only a learner and not an employee of the company, you are not entitled to any benefit or privilege available to the employees of the company. But it is up to the Management to permit you to avail of such benefits/ privileges which they deem fit in your case as it is specifically understood that you are having been permitted to avail any privilege or benefit available to the employees only, will not confer on you any claim for the same as of right or otherwise and the same will not change your status as a **Trainee (Learner)**.
9. Having completed your period of learning successfully or your having undergone learning in our organisation for any period will not confer on you any claim of appointment as an employee of the company.
10. It should be specifically understood that this letter of appointment cannot be construed as a commitment or guarantee that you would be absorbed in our Company's services on satisfactory completion of your period of learning.
11. During the period of your Training, either party may terminate this appointment by giving **one month's notice** or payment in lieu thereof. Once you are confirmed as an employee of the company, either party may terminate this appointment by giving **three months' notice** or payment in lieu thereof. The company shall have the right to waive off the requirement of notice period.

You may sign this order in token of you having understood and accepted the above terms.

For TVS Supply Chain Solutions Ltd

A handwritten signature in blue ink, appearing to read 'R. Krishnakumar Prabhu', is written over a horizontal line.

R. Krishnakumar Prabhu

Head – Human Resources

Accept the terms and conditions of this offer of appointment and will join on:

Signature with Date:

Encl: as above