

April 22, 2016

To,  
Ms. Shailee Sheth  
G – 201, Shubham Vista,  
Opp. Spring County,  
B/s. Punchmukhi Hanuman,  
Vasna Bhayli Road, Vadodara, Gujarat.

**Subject: An offer letter for the position of Trainee: LRL 1**

Dear Ms. Shailee Sheth,

This has reference to your personal contacts with the management of Gupshup Pvt. Ltd. and frequent meetings resulted in identification of your **High Potential**, we are pleased to give you an unique opportunity to “Sharpen your Saw” by offering you to develop your different skills further in role of “**Learner – Real Life**” in **Grade – LRL 1** in our learning center “Gupshup” as per mutually agreed salary. This contract will be applicable for the **next 6 months**. Renewal of the contract will be only after mutual agreement of both the parties.

You are required to start learning in various areas of Life Skills by coming out from your comfort zone and stretching yourself to your limits immediately after accepting this offer. After one week, this offer shall stand automatically withdrawn unless communicated otherwise in writing. A formal letter of appointment along with salary details will be issued to you after joining the services subject to the following:

1. On successfully completion of Psychometric test followed by personal counselling by experts.
2. Personal interview to check your understanding of training curriculum followed by discussion on acceptance of terms and conditions given for your learnings.

You are requested to sign the duplicate copy as a token of your acceptance of our offer and also indicate your date of joining. You shall be required to stay focused and give your 100% to get maximum benefit out of this well designed learning module for your development as an awesome person. You shall be required to develop interest in all the fields/subjects of your learning program which are necessary for your 360 degree development. **Any field/subjects are not optional.**

We look forward to a long and mutually beneficial association.

With Best Wishes,

Yours faithfully,

For, Gupshup Pvt. Ltd.

Snehal Sheth  
Chairman

Jignasa Sheth  
Managing Director

Accepted by  
Shailee Sheth

**Registered Office:** Gupshup Pvt. Ltd.

G – 201, Shubham Vista, Opp. Spring County, B/s. Punchmukhi Hanuman, Vasna Bhayli Road, Vadodara, Gujarat.  
Contact: +91 9825604282



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Opp. Spring County,  
B/s. Punchmukhi Hanuman,  
Vasna Bhayli Road, Vadodara, Gujarat.

*Dear Ms. Shailee Sheth,*

**Sub.: Appointment Letter for the Post of LRL 1!**

The Gupshup Pvt. Ltd. takes pleasure in appointing you as **“Learner – Real Life”** in our Learning Organization with effect from **01/05/16**.

Please note that the Company has drawn out a pledge which forms an integral part of **Gupshup** Policies. Though it is not displayed in Company’s premises, it will be communicated to you from time to time. You agree to have understood the spirit behind this initiative and to follow all the guidelines stated therein.

The detailed terms and conditions of your employment with Gupshup are as contained herein:

**a. Nature and Place of Work**

- i. You will perform duties and exercise as the Company may from time to time require and as are mentioned in the Learning description provided by the Company or as directed by your mentors from time to time. You may in addition be required to undertake the duties or responsibilities of another nature, as your mentors of **Gupshup** may, at its sole discretion, reasonably require.
- ii. You shall be based at Shubham Vista, Vadodara and you are required to stay at learning centre for **minimum 6 Hours per day** of your working hours. However, you shall attend at such place or places as the **“Gupshup”** may from time to time direct, for the purpose of completion of your learnings that the **“Gupshup”** may entrust you with in the course of your employment with the **“Gupshup”**.
- iii. The company has to adapt itself to ever changing circumstances and needs of learning needs, in this context, **your services are liable to be shifted at any time and place, to any locations, kitchens, departments, domestic services or banks or deputed to any other homes with whom the “Gupshup” may have to make any agreement or arrangement.** However, you shall enjoy the same salary/ benefits on such transfer/ deputation as were being drawn by you before the transfer.
- iv. You are an important member of management team, hence you will ensure that no wastage of time, material & other resources take place and you will take appropriate action to stop it.
- v. You will however, appreciate that your learning need has to grow and enlarge in tune with your development and the future requirements of yourself and therefore, your learning curriculum may be revised in the wider context in course of time.

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**b. Expenses Reimbursement System**

Reimbursement of various expenses in executing the any plans will be made after due approval of the vouchers along with the supporting the proof.

- i. **Reading & Reference Materials:** Expense of purchasing books, movie DVDs, Music DVDs, Periodicals as identified during the intervention on producing actual bills.
- ii. **Tours and travels:** Prior approval of travel plan and tentative budget is required. Advance will be provided in line with the estimated expenses. After completion of travel, account is required to be settled within next 7 working days.
- iii. **Other Exps.:** Expenses of the outfits, cloths, make up etc. will be reimbursed only if it is in line of the personality development plan in curriculum.

**c. Leave Policy :**

- i. In addition to **four weekly offs**, two paid leave will be provided per month on pro rata basis. No advance leave will be sanctioned during the contract period
- ii. Prior approval will be required before taking leave. In case of working on the off days, compensatory off will be provided with prior sanction
- iii. No LWP will be granted. More than 6 LWP during the contract period will result in termination of the contract. In case of unavoidable circumstances, if justified management will consider LWP as special case.

**d. Working Hours :**

- i. Considering the nature of the assignment and varied situations, it is difficult to fix the specific working hours. Still, your efforts will be measured by visible change in yourself
- ii. Management expects to spend minimum 6 to 8 working hours in various activities mentioned in learning needs
- iii. Though flexi timing is encouraged, you are required to spend some specific time slot in a day at a stretch for the activities where concentration is required

**e. Reporting :**

- i. You are required to send a simple one pager report every day before 2200 Hrs by e mail.
- ii. In case it is possible to report in person, written daily report can be avoided occasionally
- iii. Weekly progress report giving details of the previous week and planning for the next week is essential

**f. Salary and perks**

- i. You need to submit detail reports as mentioned above on or before 5th of every month. On submission of the report followed by discussion and satisfactory query response only, salary will be released
- ii. Salary will be transferred directly to your bank account

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**g. Performance measurement and onetime cash award**

- i. PMS process will be initiated during last 15 days of the contract period.
- ii. In each attributes defined and targets given, actual performance will be measured with quantified numbers wherever possible. Your performance will be rated and cash award will be given as,

**PSAP : Rs 20000**

**PAP : Rs 15000**

**PMP : Rs 10000**

**PBP : Half of the salary disbursed during the contract period will be recovered back !!!**

During the tenure of the contract period, management don't expect you to explore other options like Live in relationship, job, alternate career, engagement, marriage, live in relationship etc. But, in case it happens, at least one month notice is required to be given. Else, you will not be entitled to get any salary or cash award mentioned in the terms and condition!!

We wish you all success in your job.

Yours sincerely,

For, Gupshup Pvt. Ltd.

**Snehal Sheth**

Chairman

**Jignasa Sheth**

Managing Director

**Please sign this letter in duplicate as a token of your acceptance of engagement with Gupshup as per the terms and conditions laid out herein.**

**Acceptance**

I have read, understood and accepted the above terms and conditions of this letter of appointment.

Signature:

Date:

Name of Candidate: Shailee Sheth

## Annexure - A

### **Compensation & Benefits Structure**

<b>Name Of Candidate:</b>	Ms. Shailee Sheth	
<b>Designation:</b>	Learner – Real Life	
<b>Grade:</b>	LRL - 1	
<b>Location:</b>	Vadodara	
<b>Grade</b>	LRL - 1	
<b>Particulars</b>	<b>PM</b>	<b>Total</b>
<i>Basic</i>	6000	36000
<i>Petrol Allowance</i>	1000	6000
<i>Education Allowance</i>	1000	6000
<i>Conveyance Allowance</i>	On Actual	
<i>Tour And Travel Allowance</i>	On Actual	
<b>Monthly Salary (A)</b>	<b>8000</b>	<b>48000</b>
<i>Medical Reimbursement</i>	On Actual	
<i>Bonus / Ex-Gratia</i>	Na	
<b>Cash Award</b>		
<i>PSAP</i>		20000
<i>PAP</i>		15000
<i>PMP</i>		10000
<i>PBP</i>		Half Salary Will Be Recovered Back
<b>Total Benefits (B)</b>		<b>48000</b>
<i>Books And Periodicals</i>	On Actual	
<i>Movie Tickets, Music CDs &amp; DVDs As Suggested In Curriculum</i>	On Actuals	