



21-Jun-2024

Alle Shruti

Sr no. 4/5/6, flat no. 4, neha construction, opp dhankawadi police station

Pune City, Dhankawadi, Pune Maharashtra - 411043

WNS Global Services (P) Ltd (WNS)

Sub. Appointment as an Apprentice

Dear Alle,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of **Apprentice - EPP (JC6857)** in **WNS Global Services Pvt. Ltd.** based at **Pune - Weikfield (WEIKFIELD)** location on the following terms and conditions.

AUSTRALIA
COSTA RICA
INDIA
THE PHILIPPINES
ROMANIA
SRI LANKA
UAE
UK
USA

1. Your Stipend will be **INR 15,200 Only (Indian Rupees Fifteen Thousand, Two Hundred Only)** per month; subject to Professional Tax deduction as applicable.
2. As discussed and agreed you will join not later than **21-Jun-2024**.
3. Your place of work will be **Pune - Weikfield (WEIKFIELD)**.
4. The terms of this apprenticeship shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this apprenticeship.
5. You shall be required to provide the Company all documents (along with true copies of the same duly attested by a Gazetted officer certifying the same as true copy) and information as informed upon joining.
6. The Company's business involves operating 7 days a week, twenty-four hours a day. You will be expected to attend office as assigned to you by your supervisors and as per applicable. Weekly offs will be governed as per company policy.
7. You will be on apprenticeship for **9** months from the date of joining; during the apprenticeship, the Company may immediately terminate this apprenticeship, if you are found to be in material breach of any of the terms of your apprenticeship and the Company Policy.
8. Your apprenticeship will come to an end on the completion of last day of **9** months i.e. **20-Mar-2025**.
9. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.
10. Your Absence for a continuous **period of three days** without prior approval of your supervisors, (including overstay of leave / apprenticeship), would be treated as abandonment of apprenticeship and can lead to termination without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to apprenticeship and development, special education, up skilling or on the job apprenticeship imparted by the Company and damages suffered by Company due to loss of billing, etc.
11. Notice to separation/termination of apprenticeship in electronic form on your part such as SMS or personal email shall not be accepted as adequate notice of

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:

Alle

86C4402D05BA4D8...

Accepted and Agreed

Alle Shruti
Candidate's Name & Signature



termination for the purposes of this apprenticeship. Notice to terminate this apprenticeship has to be addressed in writing by the Apprentice to the Company in the form and manner as may be prescribed in the Company Policy by serving appropriate notice. However, immediate release from the apprenticeship would be decided by the Management on its discretion.

12. WNS reserves the right to terminate your apprenticeship with immediate effect on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
13. Your appointment as Apprentice is subject to you being medically fit for Apprenticeship.
14. Reference Checks / Background, testimonials and Police verification: Your appointment is also subject to a satisfactory reference / background check, testimonial and Police verification. The Company shall, at its discretion conduct background / reference check and testimonial and police verification either before joining the company or within a reasonable and practicable time frame after joining. This apprenticeship continuance is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your appointment as Apprentice will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the apprenticeship without giving any notice or without paying Stipend for the period of engagement up to aforesaid date of relieving.
15. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense.

Please sign the copy of this letter with your initials on each page.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

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