

**Date: - 27<sup>th</sup> July 2022**

**Mr. Amit Deepak Pawar**

**PRIVATE & CONFIDENTIAL**

**Sub: Trainee**

Dear Amit,

I am writing to you to set out our formal agreement with you to act as a Trainee with WS Atkins India Pvt Ltd, Bangalore on the following terms:

1. You will be commencing your training on **17<sup>th</sup> August 2022** and the training will end on or before **16<sup>th</sup> November 2022**.
2. WS Atkins India Pvt Ltd., is under no obligation to offer you any full-time work after the training programme. You are also not under any obligation to accept full time work which may be offered by WS Atkins India Pvt Ltd.
3. Neither party wishes to create or imply any mutuality of obligation between them.
4. The contract is terminable by either party on giving two weeks' notice on either side
5. You will make yourself available for the training programme as per the terms of this Agreement to WS Atkins India Pvt Ltd., or to any other company forming part of the Atkins group.
6. For the purpose of implementing the terms of this agreement you will communicate with Business manager / Human Resources or their substitute as this Company may nominate.
7. You will undertake your training programme in response to verbal or written requests to carry out specific assignments.
8. You will adhere to the training programme and follow instructions in terms of training module, start time and end time and any other instructions which will be advised on a time to time basis
9. In consideration of your willingness to go through this training programme and to meet any incidental expenses which you may incur, you will be paid a stipend of INR 15000 (Rupees Fifteen Thousand only) per month. The amount will be subject to local laws and applicable tax deductions.
10. You will also contribute an approximate sum of INR 1800 (Rupees One thousand eight hundred) towards provident fund account per month. Please note that, this is mandatory as per the prevailing provisions under the Employees' Provident Funds & Miscellaneous Provisions Act, 1952 and subject to change as and when applicable.
11. You will also contribute approximate sum of INR 113 (Rupees One hundred and thirteen) towards Employees State Insurance Corporation per month. Please note that, this is mandatory as per the prevailing provisions under Employees State Insurance Corporation Act, 1948 and subject to change as and when applicable.

12. Considering point 9, 10 & 11, your net take home (excluding IT deduction) will be an approximate amount of INR 13087 (Rupees Thirteen Thousand and Eighty-Seven only) per month.
13. Post successful completion and assessment of the training programme, you may or may not be offered a role on permanent or on contract basis
14. Any discovery or invention or secret process or improvement in procedure made or discovered whilst carrying out the services, which relates to the business of this Company or is capable of being used or adapted for use therein or in connection therewith, shall forthwith be disclosed to this Company and shall (subject to the grant of a free licence to you to use on terms to be agreed) belong to and be the absolute property of this Company or such other company as this Company may nominate for the purposes.
15. Copyright in all documents supplied to the Company and in the carrying out of such services shall become vested in the Company, subject to the grant of a free licence to you to use on terms to be agreed.
16. This Company requires either during or after the termination of this Agreement that you do not disclose to any person whatsoever any information relating to this Company or its business or confidential information to which you may have access without prior written agreement of this company.
17. Upon termination of this Agreement you are required to deliver up all correspondence, specifications, papers and any other items belonging to this Company which you may have in your personal possession at the time.
18. Should you be in any breach of the conditions of this Agreement and company policy, or neglect or fail to carry out duties assigned to you, this Company will be entitled to terminate the Agreement without notice.
19. Note that, all the current and existing or any amendments to the policies and procedures will be applicable to you which could be both verbal and/or written during the training period.

If you agree with the above terms, please sign the enclosed duplicate copy of this letter and return it to me with the enclosed forms within a week's time.

Yours sincerely,  
for **WS Atkins (India) Pvt. Ltd.**,



**Oscar John Parekadan**  
**Head of Corporate HR, India**

I accept the above terms:

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_