

The West Bengal University of Teachers' Training, Education Planning & Administration



*This is to certify that*

**Sukanya Bhattacharya**

*obtained the degree of Bachelor of Education  
(two year four semester system) in this  
University in the year 2020 and that she  
attained C.G.P.A 8.61.*

Ballygunge, Kolkata-700019



*The 3rd January, 2023*

Vice Chancellor

**Date:16-12-2022**

**Bhattacharya, Sukanya**

**Email ID : sukanya07.bhattacharya@gmail.com**

**OHR ID:**

**Dear Sukanya,**

**Sub: Appointment Letter**

We are pleased to offer you an appointment with **Genpact** ("Company") as **Process Associate** under the following terms and conditions:

#### **TERMS AND CONDITIONS**

1. Your Cost to the Company (CTC) will be as indicated in Annexure II attached herewith.
2. Your initial place of work will be **Hyderabad Phoenix Hafeezpet IN - Office** However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
3. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.
4. The Company will be working 7 days a week, twenty-four hours a day. You will be expected to attend office - except while travelling on business – as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & Company policies.
5. You shall be required to provide the Company all documents and information as set forth in Annexure I of this appointment letter.