

22nd Jul,2021

OFFER LETTER

Dear Ayushi,

This has reference to your application and the subsequent interview/s you had with us. We are pleased to appoint you as **Trainee Recruiter** effective **23rd July, 2021** at our **Pune** office on the following terms & conditions:

- This offer is valid on or before the aforementioned joining date and subject to the submission of the accepted signed copy of the resignation and relieving letter from your present employer within 3 working days from the date of receipt of this letter.
- Your deployment location will be decided post training period.
- Your remuneration would be **₹2,40,000 (Indian Rupees Two Lakh Forty Thousand Only)** per annum as Cost to Company. The breakup of the CTC structure is as per Annexure – I enclosed herewith. All payments are subject to deductions as the provisions under various State Government and Central Government enactments.
- Post completion of probation period of six months, your remuneration will be revised to **₹2,80,000 (Indian Rupees Two Lakh Eighty Thousand Only)** per annum as Cost to Company regardless of performance.
- You will be bound by the terms & conditions of the employment agreement, company policy and rules regulations, standing orders in force and framed by the company from time to time in relation to your service condition, which will form part of your terms of employment.



- Your appointment is being made on the basis of the particulars such as qualifications, experience etc. as shared by you in your application for employment. In an event, any information given by you is found false or incorrect, your appointment will be deemed void and liable for termination without any notice or salary in lieu of notice.
- Your employment by the Company is conditional upon and subject to the completion of a background check, and approval thereof by the Company, in its sole discretion.

We congratulate you on your employment with us and wish you a long and successful career with us.

Yours Sincerely

FOR INTELLISWIFT SOFTWARE INDIA PVT LTD

A handwritten signature in black ink that reads 'Amit Chilka'.

Name: Amit Chilka

Title: Senior Director – Human Resource

A handwritten signature in black ink that reads 'Ayushi Mishra'.

[Ayushi Mishra \(Jul 23, 2021 16:15 GMT+5.5\)](#)

I accept the terms and conditions of offer letter in totality.

Name: Ayushi Mishra

ANNEXURE I

<i>Computation of CTC 2021</i>		
EMP_FIRST NAME	<i>Ayushi</i>	
EMP_LAST NAME	<i>Mishra</i>	
DESIGNATION	<i>Trainee Recruiter</i>	
LOCATION	<i>Pune</i>	
STATE	<i>Maharashtra</i>	
ANNUAL CTC_AMT	₹ 2,40,000	
CTC COMPONENTS	MONTHLY	ANNUALLY
BASIC	₹ 12,724	₹ 1,52,688
HRA	₹ 636	₹ 7,632
STATUTORY BONUS	₹ 1,060	₹ 12,720
INTELLISWIFT BENEFITS PLAN	₹ 3,441	₹ 41,292
GROSS SALARY [A]	₹ 17,861	₹ 2,14,332
COMPANY'S CONTRIBUTION TO PF (12%)	₹ 1,527	₹ 18,324
GRATUITY	₹ 612	₹ 7,344
TOTAL DEDUCTIONS - EMPLOYER [B]	₹ 2,139	₹ 25,668
Quarterly Performance Linked Component	QUARTERLY	ANNUALLY
QPLC	₹ 0	₹ 0
COST TO COMPANY (CTC)		₹ 2,40,000

Notes:

- All payments are subject to appropriate taxation.
- All payments would be as per company's rules & regulations, and administrative procedures in force.
- The salary structure is liable for modification from time to time.
- Company's & Employees's contribution to PF is calculated considering basic pay of ₹.15000/-
- PF, ESIC, Gratuity, Bonus, Professional Tax, LWF & TDS are applicable as per respective acts.
- Gross Salary excludes Employee's PF contribution, P.T, LWF & applicable TDS.

All Payments, like Salary, Perquisites, Reimbursements, Incentives, Bonuses and Commissions are all subject to the Provisions of Tax Laws.

The mentioned CTC Salary if effective from your date of joining and the Net salary will solely depend on your investments and other statutory withholdings according to the Tax Laws.

Intelliswift Benefits Plan:

- Under this head you can claim Food Allowance, LTA, Children's Education Allowance, Mobile / Internet Allowance, Books and Periodicals, and Professional Development Allowance.
- All permissible expenses claimed under this head are exempt from tax.
- This component gets paid to you as a monthly taxable component if not declared and adequate bills are not submitted.

Quarterly Performance Linked Compensation:

- A variable component in your salary stack paid on quarterly basis depending on the your performance.
- All employees on the rolls on the last date of the quarter are eligible for QPLC.

As a part of the joining process, please send the scan copy of below documents ASAP:

Personal Data:

- Resume
- Passport
- PAN card- In case of non-availability of PAN, photocopy of application.
- ID Proof - Voter ID Card / Adhaar Card / Any Other Govt Approved ID Proof
- Address Proof - Rent agreement copy / Electricity Bill / Ration Card / Telephone Bill etc. (Except driver's license)
- Mark Sheets and Certificate of X, XII, Final year, latest qualification.
- Mark sheets for all semesters during Graduation & Post Graduation
- Mark sheets and Certificates of Diploma(s)
- Mark sheets and Certificates of any training(s) attended
- Any other additional diplomas/certificates (Mark-sheets)
- 5 Photographs (Passport size)
- Personal Bank cheque and Bank Statement (HDFC OR Non- HDFC)



Previous Employment Record:

- Offer / Appointment / Confirmation Letter from all previous employer(s)
- Appraisal Letter from all previous employer(s)
- Relieving Letter and Work Experience Certificate from all previous employer(s)
- Copy of the resignation letter of your previous employer(s)
- Salary slips / certificate / bank statement (Last 3 months) from the last employer