



Date: 18-Feb-20

Mr. Siddhartha

Subject: Letter of Offer

Dear Siddhartha ,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **Field Sales Executive in Band1** of our organization. This position is based at **Jaipur**.

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

1) Compensation and Benefits

The annual Cost to Company will be **Rs.246000/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

2) Joining Process

Your date of joining will be **19-Feb-20**We would require all the **Originals & 2 sets of Photocopies** of the documents per **Annexure – B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as “ABSCONDING” which is treated as negligence and your employment, during probation period, may be terminated and salary be put on hold on this ground itself.

The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries.

Thank you & Regards:

Talent Acquisition Team
Human Resource Department

Annexure – B

List of Mandatory Documents

All candidates joining NetAmbit have to submit two self-attested photocopies of below mention documents at the time of Joining.

Joining Document – Check List	
Documents Valid For Photo ID Proof (Any One)	
1) Driving License.	2) Passport.
3) Pan Card.	4) Voter's ID Card.
Documents Valid For Address Proof (Any One)	
1) Driving License. (Permanent or Learner)	2) Passport
3) Ration Card.	4) Voter's ID Card.
5) Domicile Certificate.	6) Pan Card Acknowledgement Letter.
7) Latest Electricity / Water Bill (Not Greater than 3 months old)	8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)
9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank).	10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old).
Documents Valid For Date of Birth Proof (Any One)	
1) Matriculation Certificate/ 10 th Mark Sheet	2) Pan Card
3) Passport	
Education Certificates – Up to highest Qualification	
1) 10 th (Mark sheet & Certificate).	2) 10 + 2 (Mark sheet & Certificate)
3) Graduation all three year Mark sheet & Degree.	4) Post Graduation all mark sheet & Degree.
Previous Employment/Experience Certificates	
1) Relieving Letter	2) Experience Certificate
3) Accepted copy of Resignation	4) Salary Slip or Salary Certificate.
5) Appointment Letter	6) Copy of Identity Card
Photographs	
1) Four Passport Size Photograph.	

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.*

Annexure - A

Employee Name: Siddhartha

Designation: Field Sales Executive

Particulars	Amount (Monthly)
Basic	11520
HRA	5758
Bonus (statutory)	960
Transport Allowance	0
Special Allowance	0
Medical Allowance	0
Gross Salary	18238
Employee's PF Contribution	1382
Employee's ESIC Contribution	137
Take Home	16719
Employer's PF Contribution	1498
Employer's ESIC Contribution	593
Medical +Accidental Insurance/Life Insurance	171
Cost To Company (CTC)	20500

* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.

Note: In Addition to the above, if you will be eligible for Allowances as per company policy, which would be on prorated basis