

Offer Letter

Dear Ranjeet Singh,

We have great pleasure in offering you an appointment as “**Customer Support Executive**” with Kochar Infotech Ltd. on following terms:-

Date of Joining – 19-june-2021

Please note the offer will be withdrawn, in case you do not notify a delay in joining or we are unable to agree to an alternate joining date. Your appointment will totally subject to the reference check.

Probation Period: You would be on probation for a period of 6 months. Your confirmation would be done after your performance review, if found satisfactory.

Place of work: Gurgaon

Transfers: You may be transferred to any of our other office whether at present existing or which may be set up in the future at any time and at any place, within and outside India. On such postings you would be governed by the terms and conditions of service applicable to your category of staff employed in the unit.

Increments and promotion: - You may be granted increments and promotion solely on the basis of performance and merit and at sole discretion of the company.

Certification: - In case of certification failure, company is not liable to pay any salary for the training period.

Rules and Regulations: You will be subjected to rules and regulations of the company, as may be in-force from time to time at the place where you may be working.

Parallel Employment: You will devote your entire time to work of the company and will not undertake any commercial activities while you are employed with Kochar Infotech Ltd.

Notice Period: 60 days' notice period needs to be served in case you decide to leave the organization at any point of time.

Misconduct: In case you are charged for misconduct/fraud during your service with us you will be liable to be suspended for such period as the management may deem fit. If the charges against you are proved, your service would be liable for dismissal forthwith, notwithstanding any clause of this letter. If at any stage of your tenure of your service, it is found that-

Any particulars or details furnished by you are incorrect and/ or this agreement of service has been obtained by misinterpretation of facts; or you have indulged in misrepresentation while dealing with customers; or the client has complained against you or your performance, your services shall be terminated without any notice or compensation.

You agree to indemnify and keep the Company indemnified against any and all direct liabilities, losses, damages, penalties, claims, demands, actions, suits, costs and expenses arising from claims of third parties, of whatsoever kind or nature, imposed on, incurred by or asserted against the Company, resulting from, arising out of, or incurred on account of any act or omission on your part.

Communication: Any further communication from organization's end shall be sent on your registered personal email id as per records. In case of any change, same needs to be informed to respective HR for updation.

You will have to bring in the originals (for Verification) and copies of the documents as stated in Annexure B.

SALARY ANNEXURE		
Name: Ranjeet Singh	Location:	Gurgaon
Designation : CSE	Company:	KocharTech
Grade :G1	Date of Joining:	19-june-2021
Components	Per Month	Per Annum
Base Salary		
Basic	9600	115200
House Rent Allowance	4800	57600
Conveyance	1600	19200
Special Allowance	395	4740
Sub-Total	16395	196740
BONUS		
Bonus Monthly	1920	23040
Gross Salary	18315	219780
VARIABLE		
Performance Incentive(Min Level)	0	0
Gratuity		
Gratuity	462	5544
EMPLOYER's PART		
Employer ESI	577	6924
Employer PF	1152	13824
Mediclaime	0	0
Sub-Total	1729	20748
Total CTC at Min Level	20506	246072
Total CTC at Max Level	20506	246072
In Hand Salary(Before Tax)		
Monthly NET(Excluding Incentives & Taxes)	17025	204300
Monthly NET(including Incentives & Taxes)	17025	204300

Note: Bonus will be paid e as per terms of Payment of Bonus Act 1965 .

Note: Gratuity will be paid as per payment of gratuity act 1972.

Note:-In addition to the above mentioned CTC, you shall be eligible for Stay on Bonus of Rs 50000/- shall be disbursed after completion of 12 months in the Airtel Broadband process, which shall be payable in April'22 payroll cycle.

Authorized Signatory
Human Resource Department
KocharTech Ltd

Acceptance: I have clearly read this letter and fully understand the terms and conditions of my employment and I accept the same without any reservations.

Date

Signature of the candidate

DOCUMENTS REQUIRED AT THE TIME OF JOINING

We request you to carry the following document (original as well as photocopy) at the time of your joining, as they are mandatory for our records and are necessary for the completion of joining formalities-

- | | |
|---------------------------------------------------------------------------------|--------------------------|
| 1. All academic mark sheets and certificates. | <input type="checkbox"/> |
| 2. All Professional Qualification(s) certificates. | <input type="checkbox"/> |
| 3. Residence proof (Electricity bill or telephone bill + Ration card, Passport) | <input type="checkbox"/> |
| 4. Identity Proof (Driving License or Passport or Voter card) | <input type="checkbox"/> |
| 5. Aadhar Card (With Date of birth in format (DD-MM-YY)) | <input type="checkbox"/> |
| 6. Pan Card | <input type="checkbox"/> |
| 7. Blood Group report | <input type="checkbox"/> |
| 8. Last three month PaySlip received. | <input type="checkbox"/> |
| 9. Relieving Letter from previous employer and last 5 organizations (If any). | <input type="checkbox"/> |
| 10. Experience letter from previous employer. | <input type="checkbox"/> |
| 11. Appointment letter from previous employer. | <input type="checkbox"/> |
| 12. Passport size photographs-5 | <input type="checkbox"/> |
| 13. Existing Account No. with ICICI Bank/OBC Bank/IndusInd Bank (if applicable) | <input type="checkbox"/> |

Authorized Signatory
Human Resource Department
KocharTech Ltd.