



# GLOBUS

## INFO SERVICES

Date: 01 May, 2024

Mr. P.V. Ravi Kumar  
4-379A, M.H School Road,  
Nandyal, Andhra Pradesh-51501

### OFFER LETTER

Dear Mr. P.V Ravi Kumar,

With reference to your application and subsequent interview you had with us, we are pleased to offer you a career with **Globus Info Services** as "**Sr Associate-Workforce Management**". Please accept our heartiest congratulations. This offer is being based on the value we foresee you bring in to our organization.

You shall be on probation for a minimum period of three months. Based on periodic reviews made, you shall be considered for confirmation in the services of the company. Your compensation package would be a fixed amount of **INR 6,30,750.00/- Per Annum** and payable before the **7th of every month**. The compensation package would be reviewed after the probation period.

You are requested to join us on **03 June, 2024**. Please refer to the relevant annexure for compensation and benefit details and terms of employment.

On the day of your reporting, you would need to submit the following documents:

- Copy of educational certificates (grad, post grad certificates or any equivalents). relieving/experience certificates from the previous employers (if applicable).
- Last drawn pay-slip/salary certificate from the previous employer (if applicable).
- Two passport size photographs.

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hr@infoecon.net  
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Floor, North Wing, SC Road,  
Gandhi Nagar, Bengaluru,  
Karnataka 560009.



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### ANNEXURE-1

**Place of posting:** Your posting will be at bangalore. However, during your employment with the company, you may be posted/ transferred to any of the offices/projects/divisions/departments/units of the company existing or to be set at any other location in India or abroad without any additional remuneration.

**Compensation Progression:** Future increase in your compensation and future prospects in the company shall depend on your efficiency, hard work, and regularity in attendance, sincerity, good conduct and such other relevant factors and company's performance. Such increase in no case shall be automatic and or a matter of right and will be mostly in the form of additional performance linked incentive.

**Verification of Particulars:** In case of particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

#### **Duties and Responsibilities:**

- The company will expect you to work with high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- You shall keep confidential all information and material provided to you by the company or by its clients concerning their affairs, in order to enable the company to perform the service. This also includes such already known to the public, which you will not release, use or disclose except with the prior written permission of the company. Your obligation is to keep such information confidential even on termination or cancellation of this employment.

#### **Contractual obligation:**

- The minimum period of service with the company to be referred would be 1 year from the time of completion of probation, prior to which the company will not refer with regard to your performance or the time period spent with the company. You would not be entitled to receive either experience certificate or relieving letter if the minimum period of employment criteria is not met.
- The company would provide training and role-based knowledge transfer as required. hence you would need to provide a minimum service contract of 12 months exclusive of the probation period. In case you wish to be relieved prior to 12 months, you would require to provide a minimum written notice period of 1 month and 3 months basic salary as compensation. The management at its sole discretion can waive the same. All knowledge transfer and handing over formalities have to be completed within the notice period.

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### Termination of Permanent Service:

- You will automatically retire from the services of the company on the attainment of superannuation age of 58 years. The management can extend the tenure of work on a contractual basis at its sole discretion.
- If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you return to work within 4 days from the commencement of such absence and give an explanation to the satisfaction of the management regarding such absence.
- Your services are liable to be terminated without notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any act of indiscipline or inefficiency.
- Your services may be terminated by giving notice of one month along with payment of basic salary in lieu thereof. However, in the event of your resignation, the company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 1 months, without any pay in lieu of the notice period, post the contractual period of 12 months minimum service from the date of completion of probation.

### General:

- You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any other such rules or orders of the company that may come in force from time to time
- You will hand over the charge of any property/material of the company in your possession at the time of cessation of your employment with the company.
- Please note that you are expected to keep your salary package strictly confidential and not to share information regarding the salary with anyone except your very close family members.

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### ANNEXURE-2

Particulars	Amount in Rupees	
	Per Month	Per Annum
Basic Salary	20213	242556
House Rent Allowance	9800	117600
Conveyance	1600	19200
Medical Allowance	1250	15000
CCA	10468	125616
Special Allowance	9231	110772
<b>Total</b>	<b>52562</b>	<b>630744</b>
Other Benefits		
Variable Pay	0	0
<b>CTC</b>	<b>52562</b>	<b>630744</b>
Deductions		
PF	1800	21600
PT	200	2400
Other Deductions	1200	14400

Team **Globus Info Services**, welcomes you aboard and wishes you a very happy association with us. We wish this association is mutually fruitful and growth oriented.

Your's Sincerely,  
For Globus Info Services,



Agreed & Accepted by

Employee:  
Abhijith Kumar,  
Manager-Human Resource.

Name:  
Signature:

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