

OffLETAug-202116570-CH

August 13, 2021

Muthupandiyar Mahendran
Chennai.

Offer Letter

Dear Muthupandiyar,

Congratulations!

Further to successful completion of interview at AGS Health, we are pleased to offer you the position of **Junior Process Associate** at AGS Health Private Limited.

Your annual cost to company (CTC) would be **₹.285612**, In addition to this, you will also be eligible for a performance based incentive up to **₹.66000 per annum**, to be paid as per the Company's incentive policy, after your successful completion of On the Job Training (OJT) which will vary from process to process. Annexure A contains the break-up of your compensation package.

Your base location will be at Chennai. You will be required to work in any of our office locations and such locations are subject to change at the discretion of the company. Further, you agree and understand that depending on the business requirements of the company, you may be asked to change your project/process and you may be asked to work in different shift timings.

We request you to join us on or before **August 16, 2021**. Please note that this appointment is subject to satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of Employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. As a candidate seeking employment with AGS Health, it is imperative that you adhere to the Information Security policy guidelines in vogue. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign the duplicate of this offer letter as your acceptance and forward the same to us.

Sincerely,



Kiran Guntur
Executive Director – Human Resources

Acceptance of Invite:

I accept the terms and conditions of this offer letter and the attached annexures, and agree to be legally bound by the same.

Signature:

Date:

1. The compensation matrix may differ as per prevailing market indices of the base location (i.e. where you will be based out of and will work for AGS Health).

2. At the time of joining, please bring all the documents as mentioned in the Joining Checklist (Annexure B).

Annexure A:

CONFIDENTIAL

	Monthly ₹	Annual ₹
CTC		
Base Salary + Retirals	23,801.00	285,612
Base Salary + Retirals + incentive (See Note below)	29,301	351,612

Base Salary		
Basic Salary	11,700	140,400
Statutory Bonus	1,400	16,800
BOA	8,317	99,804
Gross Salary	21,417	257,004

Retirals and Insurance		
Provident Fund (Employer)	1,404	16,848
Gratuity	563	6,753
Health Insurance	417	5,004
Retirals Total	2,384	28,608

Performance Incentive		
Monthly Performance incentive (See note Below)	5,500	66,000

* includes city compensatory allowance.

Note:

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.5,500 per month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online. Including incentive, you have the potential to earn from Rs.20,013 per month to Rs.25,513 per month.

Signature:

Date:

	Monthly ₹	Annual ₹
Base Take Home (pre-tax)		
Gross Salary	21,417	257,004
PF (Employee)	1,404	16,848
ESI (Employee)	0	0
Take Home (pre-tax)	20,013	240,156

Joining Documents Check List

Candidate's Name:

Offer finalization checklist		
S. No	Checklist	Comments
1	About AGS	
2	Department	
3	Title	
4	Process/ Specialty (if applicable)	
5	Job Description	
6	Facilities/ Project (okay to work out of any facility and project?)	
7	Shift	
8	Working hours & days	
9	Dress Code	
10	Offered Compensation (explain all the components) annual CTC	
11	Incentives	
12	Buddy Referral Scheme	
13	Appraisal	
14	Career progression	
15	Aspire	
16	Date of joining	
17	Documents Checklist	
18	Do you have any other offer?	
19	Final status	

Additional Comments (if any):

Applicant's signature

Date:

Recruiter's signature

Date:



Welcome to AGS Health!

The documents mentioned below are mandatory and need to be submitted on or before the joining day.
Appointment letter will be issued only after verification of all documents.
Passport Size Photograph - 3 nos.

Documents Required	Please Tick
Government Identity /Address Proof (copy of any 3 of the following)	
Permanent driving license	
Voters ID card	
Bank pass book with attested photo	
Passport copy (first and last page)	
Ration card	
Aadhaar Card	
PAN card copy	
Education Proof (copy of all documents)	
10 th Std School SSLC Mark Sheet / Certificate	
12 th Std School HSC Mark Sheet / Certificate	
UG Degree certificate / Mark Sheets (if any)	
PG Degree certificate / Mark Sheets (if any)	
Diploma certificate (if any)	
Certificate courses completed (if any)	
Previous Employment Proof (copy of all documents)	
Latest 3 months pay slip	
Offer Letter from all the previous employer	
Relieving letter / Experience letter from all previous employer	
Bank statement of salary account matching pay slip	

Ok to work in the following locations		Ok to work in the following shifts	
Tidel Park		Morning (8.00 am till 5.00 pm)	
RWD (Nungambakkam)		Noon (1.00 pm till 10.00 pm)	
Elnet Software City		Evening (4.00 pm till 1.00am)	
Prince towers (OMR)		Night (6.00 pm till 3.00 am)	
-		DST Timings	

Note – It is mandatory that you submit your pan card & passport copy at the time of joining. If you do not have a pan card or passport, please apply for the same and submit the acknowledgement slip to the HR team on the date of joining. For pan card assistance please follow <https://www.tin-nsdl.com/bank-center.php>

CTC:

Take home:

Date & Signature:

Joining Documents Check List

DOCUMENT OF UNDERSTANDING

Facility / Place of work:

- I will be required to work out of any office in Chennai based on business requirements

Shift Hours / Process / Project:

- I will be required to work any 9 hour shift and be deployed in any project / process based on business requirements

Compensation / Salary:

- The take-home offered by AGS Health is pre-tax. Any professional / income tax that is applicable will be deducted from the take-home offered

Transport:

- I will be eligible for a common point pick-up / home drop facility based on my shift hours as listed below

Shift Hours	Common Point Pick-up	Home Drop
Day shift	NO	NO
1pm to 10 pm	NO	YES
3pm - 12am	YES	YES
Evening / Night Shift	YES	YES
DST Timing	YES	YES

I understand and agree to abide by all the requirements mentioned above as part of my employment with AGS Health

Signature:

Date: