

“27th Oct 2022”

Dear Nilay Sinha,

Subject: Appointment as “Associate Analyst - HR Operations”

1. In response to your interview with us, we are pleased to offer you an appointment as **“Associate Analyst - HR Operations”** AdvantEdge Healthcare Solutions Pvt. Ltd. (AHS), Bangalore.
2. We look forward to your joining us on or before **31st Oct 2022** failing which the offer will be void.
3. Your Total Cost to Company will be **Rs.312492/-**. As per the terms of Offer, the detailed Compensation Structure & other benefits are provided in Annexure I
4. We welcome you to the AHS family and look forward to your joining AHS. We are confident that you will enjoy being a part of the AHS family as much as we shall cherish our association with you.
5. Please sign and return the duplicate copy of this letter as a token of your acceptance. A formal letter of appointment will be issued to you on your joining.
6. You are expected to keep the salary package offered to you as strictly confidential and are not to discuss the same with any other employee.
7. This offer is provisional in nature and the formal letter of appointment shall be made to you upon your joining the duties and satisfactory completion of the joining formalities

Wishing you all the best.

Sincerely yours,

For **AdvantEdge Healthcare Solutions Pvt. Ltd.**

Anjali Chengappa

Assistant General Manager - HR

I accept the above terms and conditions of employment in your company and shall join on _____

Accepted: Signature: _____ Date: _____

This computer-generated offer letter, signature is not required

AdvantEdge Healthcare Solutions Private Limited

Registered Office: Sargod Imperial, 3rd Floor, No.93, Field Marshal Cariappa Road, Shanthalanagar, Ashoknagar, Bangalore – 560025 **Phone:** 080 6851 6000

Branch Office: 8th Floor, Unit No. 802, “B” Wing, Reliable Tech Park, Cloud City Campus, Gut No : 31, Village Mouje Elthen, Kalwa Industries Estate, Thane Belapur Road Airoli, Navi Mumbai – 400708 **Phone:** 022 6851 6000

Annexure I**Name :** Nilay Sinha**Designation:** Associate Analyst - HR Operations**Department:** Human Resource

Particulars	Compensation Per Month Rs.
Basic	15000
House rent Allowance	7500
City Compensatory Allowance	500
Gross Salary (Rs.) – 1.	23000
Company's Contribution to	
Provident Fund	1800
Provident Fund Charges	150
Gratuity	722
Mediclaim Insurance	369
Subsidized Canteen facility	-
Employers ESI	-
Company's Contribution (Rs.) – 2	
Total Monthly CTC (Rs.) – 1+ 2	26041
Total Annual CTC (Rs.)	312492

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ANNEXURE II**List of the documents to be submitted at the time of joining**

The following documents to be made available in original along with one set of Photocopy. The original documents will be returned after verifying the photocopies.

- 5 nos. of professional passport size colored photographs. – **Mandatory**
- Experience letter from the previous/last two employers – **Mandatory for Experienced**
- Relieving or Resignation acceptance letter from the previous/last two employers – **Mandatory for Experienced**
- Salary certificates/payslips of the previous employer (Last 3 months') – **Mandatory for Experienced**
- Educational documents – 10th, 12th/PUC, Degree and Post-Graduation, mark sheets, Provisional Degree Certificate with completion certification.
- Additional certifications if any
- Aadhaar Card (2 copies) – **Mandatory**
- PAN Card copy (2 copies) – **Mandatory**
- Present and permanent address proofs (Aadhar card, Rental agreement, Voters ID, Passport, Electricity bill, Rent receipt etc.) – **Mandatory**
- Date of birth certificate.
- Details of Provident Fund/UAN, - **Mandatory for Experienced**
- Any one Photo identity proof (Driving license, passport, election-voter ID card, PAN etc.)

For Opening a Bank account – below documents are required on the day of joining.

- 1 professional passport size colored photograph.
- 1 copy of Aadhar Card and Pan Card. (The details like Name, DOB should match)
- Present address proof (Driving license, Passport, election – voter card etc.)

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