

Employment Offer Letter



Outward No: **HR/FY18-H1055**

Date: **October 08, 2018**

Ankit Brajbhushan Prasad
203 sumangal apartment, niwara, nazam hospital jawal, kopargaon
Ahmednagar - 423601

Dear **Ankit**,

Based on the interaction we had with you, Eternus Solutions Private Limited, is pleased to offer you the Title of **Trainee**. Given below are the applicable Terms and Conditions of this employment.

1. Your compensation package has been set at **Rs. 360,000/-** per annum, total cost to the company. The detailed break-up is attached herewith in Annexure-A.
2. Your current posting would be at the **Aundh, Pune** office of the Company. You are requested to report at **10:00 AM** to complete the joining formalities.
3. Your employment will be governed by the terms and conditions of the employment agreement, as contained in the Appointment Letter, which will be given to you once you formally join us on or before **TBD**. This employment offer letter is open and valid up to the date of joining mentioned.
4. Your appointment is subject to you submitting the following documents to the HR Department on your arrival at Eternus Solutions Private Limited:
 - Educational/professional qualification certificates (Originals + Copies)
 - Proof of Age and Permanent/current Residence address, Emergency contact details
 - Relieving/Experience Letter from last 2 Employers (If applicable)
 - Salary slip/certificate of the last salary drawn (If applicable for last 3 Months)
 - Copy of Passport, PAN card, Aadhaar Card and Driving License
 - 2 (two) passport size Photographs
5. We trust that the information and supporting document you have provided to us are true, based on which you have received this employment offer letter. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the employment offer letter. In the event of any discrepancy found in the information and supporting document provided by you, the company reserves its right to review and revoke this employment offer letter with immediate effect.
6. Please confirm your acceptance of this offer by signing below or you can also confirm your acceptance by replying to the offer letter email sent to you.

As part of the Trainee Model hiring, your appointment is subject to the below mentioned terms. Please confirm your acceptance to same below:

 - a. There will be interest- free refundable Security deposit of Rs. 60,000/- (Sixty Thousand only) payable by you in the form of Demand Draft in favor of Eternus Solutions Pvt. Ltd. This payment should be done 30 (thirty) days prior to your joining date as mentioned in the offer letter.
 - b. The Security deposit shall be reimbursed in 3 portions (Rs. 20,000/- each payout) on completion of Six, Twelve and Eighteen months from Date of Joining – provided employee is still on payroll and not resigned and not serving notice period.
 - c. As part of the training program, you will be offered salary package as per attached annexure which will be constant for the said Program period; upon successful completion of program period i.e., 3 months of training period and twenty-four months from date of confirmation, you will be eligible for compensation appraisal. You will also be eligible for annual performance appraisal process as per company policy.
 - d. As part of the annual compensation, employee will have a component named 'Loyalty Bonus'. As part of this program, employee will be eligible to accumulate 3.25% of your annual comp equivalent on a monthly basis (annualized to 39%). The Loyalty bonus amount accrued month-on-month will be paid to you on the completion of twelve months following full accumulation of 1 year of Loyalty Bonus amount. The same will be applicable for the subsequent year as well. For example: First year of monthly accumulated amount will be paid out at the end of 2nd year – provided employee is still on payroll and not resigned and not serving notice period). Loyalty bonus program is applicable during Training period also.
 - e. As per Company policy, you will be on probation for the period of 3(three) months from date of your joining which can be extended based on your performance. After successful completion of probation period, you will be getting the confirmation letter as per company policy along with necessary changes in your position.

Eternus Solutions Private Limited

Registered Office: E-103, 10 Kasturkunj, ICS Colony, Bhosale Nagar, Pune-411005, INDIA (CIN NO.: U72900PN2010PTC137537)

Corporate Office: Survey no.127/2B, Office No.702, NSG IT Park, Aundh, Pune- 411007 INDIA. Ph. +91 20 60606053

Website: www.eternussolutions.com

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We welcome you to our organization and trust that we could mutually build a meaningful and rewarding career for you in our Company.

For ETERNUS SOLUTIONS PRIVATE LIMITED,

**Diksha Sisodia
Human Capital Management**

Declaration: I accept the offer and will report for duties on: -----

Employee Signature _____ Date _____
Employee Name Ankit Brajbhushan Prasad

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Annexure-A

Ankit Brajbhushan Prasad
Trainee

With reference to your Offer Letter, the compensation package would be as mentioned here under:

Emoluments	Salary Structure (T0360)	
	Monthly (INR)	Annualized (INR)
Basic	9720	116640
House Rent Allowance	3,888	46,656
Conveyance Allowance	1,600	19,200
Education Allowance	200	2,400
Internet/Telephone Allowance	0	0
Timesheet Bonus	500	6,000
Medical Allowance	1250	15000
Entertainment Allowance	-	-
Benefits Expenses	-	4,200
Loyalty Bonus* ¹	-	140,400
Variable Compensation* ²	-	-
Other Compensation	-	-
Flexible Compensation* ³	792	9,504
Total Earnings	17,950	360,000

¹ Loyalty Bonus (if applicable) will be paid as per terms and conditions shared earlier

² Variable Compensation (if applicable) will be as per Annexure "Variable Comp Letter"

³ Flexible component includes LTA reimbursement, Provident Fund Company Contribution and Special Allowance as per individual employee's requirement within statutory norms and company guidelines. The flexible compensation structure can be changed only once at the beginning of the financial year as per statutory norms. LTA reimbursement, Telephone & Internet reimbursement (if applicable) will be based on actual receipt produced during the year for tax exemption, else will be taxable paid as of March Salary for the financial year.

The Monthly portion of the salary will be paid by the 10th banking day of the next month after deducting required taxes/duties as per income tax act applicable at point in time.

For **Eternus Solutions Private Limited**,

Diksha Sisodia
Human Capital Management

Declaration: I have read and understood all portions of the salary annexure letter & I accept the same.

Employee Signature _____ Date _____

Employee Name: **Ankit Brajbhushan Prasad**

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