

EPIC RESEARCH LTD.

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452014 (M.P.) India

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Web: www.epicresearch.co
E-mail: info@epicresearch.co
CIN-U72100MP2012PLC028897



Letter of Intent

Dear Mr./Ms. Navandag Ankita,

We are delighted to offer you the position of **Associate Financial Consultant** with our **Consulting Division**, the place of posting shall be at **Indore (M.P.)**. You are going to be a part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and consulting.

We are confident that you will find this new opportunity both challenging and rewarding. An Appointment letter would be issued to you on joining. The following points outline the terms and conditions, along with this letter of intent.

Joining date: _____,

Yearly package: 2,61,548/- (INR), Annexure 'A' attached,

*** You need to sign a service agreement of 12 months.**

Probation: On joining you would be serving a training period of 10-15 days as applicable to your level and then you will be on Probation for Three (3) months. If your services are found to be satisfactory, your employment with EPIC Research will be deemed to be confirmed, unless you are informed in writing otherwise. EPIC Research reserves the right to reduce, dispense with or extend your Probation Period at its absolute discretion. After confirmation you would be eligible for all company benefits as per company Standing Order from time to time.

Separation: You should serve a notice period of one month before resigning from the position. If not, shall lose the pay and incentives for the one month period worked preceding resignation and forfeit 'Relieving Certificate' and 'Experience Certificate'. During Probation Period your services shall be terminated on the Disciplinary, non performance or non adherence of the rules and policies of the company. EPIC Research shall have the right to terminate your employment, forthwith, without notice or payment of salary.

Here's wishing you a warm welcome and look forward to a long and mutually satisfying association.

On the day of joining you are required to bring the photo copies of following testimonials. This is mandatory for completing your joining and authentication process with EPIC Research (P) Ltd.

1. 10th/12th/ Graduation/ Post Graduation/ Certification courses-Certificates and Mark sheets (**1 copy each**)
2. ID Proof [**Aadhar Card, (Mandatory) PAN card (Mandatory), Driving License, Voter ID**]- **Three copies each**
3. Copy of Bank pass book
4. Copy of Letter of Intent
5. Passport size photographs – Six Nos. (Colored)
6. **All of the above documents need to be carried in original and photo copies for Company's & Bank verification process.**

For Epic Research (P) Ltd.



People Development Group

With the signature below, I accept this offer for employment

Navandag Ankita
Name

19/03/2019
Date

Salary Details for Associate Financial Consultant (AFC)- Annexure 'A'

Candidate name	Ankita Satishkumar Navandar
Joining date	
Name of College	Amrutvahini College of Engg.
Contact Number	9503151721

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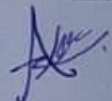
Fixed Components	Monthly	Annual
Basic	8,000	96,000
Conveyance	200	2,400
Attendance allowance	1,000	12,000
Variable Components		
Key Performance Indicators (KPI)*	4,000*	48,000*
Annual Performance Pay*	-	11,000*
Monthly Performance Incentives*	-	72,000*
Gross Salary	13,200	2,41,400
Retirement benefits		
Provident fund (Employer's Contribution)	1,052	12,624
ESIC (Employer's Contribution)	627	7,524
Total CTC	14,879/-	2,61,548/-

Important terms:

- KPI, Annual Performance Pay and Monthly Performance Incentives* will vary based on your performance score and meeting the delivery targets as per the team structure. The incentive scale may vary as per your team allocation.
- Annual Performance Pay will be paid out based on Company's policies.
- Employee Contribution to PF of Rs 960/- and ESIC Rs.231/- will be deducted from your Gross salary.
- Your appointment will be subject to you being found medically fit., medical certificate to be provided on joining
- You are not planning for any higher studies which would force you to quit the job during Service Agreement of 01 year.
- For any further queries you can reach us at **9111011352 & 0731-2584109**.
- Company is having all rights to increase or decrease the salary or any component of CTC or other benefits any time subjected to the your performance
- Kindly confirm your acceptance of this offer by signing and returning a copy of this letter and share a mail at hr@epicresearch.co

Accepted By




Ankita S. Navandar
(Name and signature of candidate)