

Date: 27-April-2020

## Letter of Intent

Dear **Snehal Kailas Arote**,

Thank you for participating in our selection process. We are pleased to offer you the position of '**Client Acquisition Manager**' on the following terms and conditions:

1. Your Posting will be at **CAPITALVIA GLOBAL RESEARCH LIMITED**, Indore.
2. Your compensation on a cost to company basis will be **INR 3,06,040/-** (Details of which you can find below)

<b>Client Acquisition Manager</b>		
Grade: E1	Level: Junior Executive	Band: B2
<b>Details of Remuneration</b>		<b>Annual Amount (Rs.)</b>
Basic (Includes Employee PF Contribution)		
HRA		60,320
Performance Allowance		27,480
Statutory Bonus		7,000
<b>Gross Salary</b>		<b>2,74,800</b>
Employer's Contribution for PF		21,600
Employer's Contribution for Health Insurance		1,000
Gratuity (As per Act)		8,640
<b>CTC</b>		<b>3,06,040</b>

**CTC of Rs.1,52,494/- during initial period of 3 months from Date of Joining and thereafter the above-mentioned CTC will be applicable.**

- Performance Allowance is based on the achievement of your respective KRA (Key Result Areas) which will be evaluated and paid on monthly basis.
  - The service agreement will be of **1 Year** with training cost of **INR 75,000/-** ; duly recoverable in case of not completing the set tenure.
  - The notice period applicable to you would be **1 Month**.
3. This appointment will be subject to you being found medically fit.

4. This appointment stands valid subject to your provided information about yourself, work-ex, Marks & qualifications.
5. **This appointment will be subject to submission of Passport Copy/ Passport Appointment Letter and NISM Certificates (Investment Advisor Level 1 and 2) on the date of joining.**
6. This Company shall have the rights to terminate your service without notice and without assigning any reason thereof, if the information given by you at the time of interview or in the application form is found to be incorrect, or in case of any serious misconduct.
7. You will be required to produce your original certificates/ documents and submit photocopies of your Pan Card, Driving License, Medical Clearance Certificate, Mark sheets, Permanent Address Proof, Local Address Proof, work-ex certificate, last 3 months Salary Slip while collecting your appointment Letter.
8. Organization is also providing food facility at the office which includes breakfast and lunch on all working days. The total cost of the facility is Rs 3000 out of which Rs 1800 is paid by employee and Rs 1200 is paid by the employer. This is a mandatory benefit for all employees.
9. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **28<sup>th</sup> April**, henceforth, offer will be forfeited.

We look forward to your joining our team for a long, successful and pleasant association.

Regards,

Gaurav Garg  
Head – HR  
CapitalVia Global Research Limited

Accepted,



Arote snehal Kailas

Date- 28-APR-2020