



**Offer of Employment**

Ref. No. AS/HR/Appt. Offer/2854

Date: 7<sup>th</sup> December 2021

**Ms. Surbhi Saubhya**

B2-314, Tower 15, Purvanchal Silver City 2,  
PI, Greater Noida

**Dear Surbhi,**

We are pleased to offer you the position of **Test Engineer** in our organization. You will be posted at our facility at Noida, India.

You are expected to join us on or before **16<sup>th</sup> December 2021** as agreed between us. As a token of your acceptance of this offer, please sign and return the acceptance copy of this letter, confirming your date of joining.

On the date of joining, you are requested to contact the undersigned at our NOIDA office at B 38 C/2, Sector – 57, NOIDA.

You must bring the following for joining:

- Original of all relieving and experience certificates of previous employment
- Original of three last drawn pay slip or certificate of last drawn salary
- Original of all educational degrees & marksheets (10th,12th, Graduation, Post-Graduation)
- PAN Card Original
- 4 recent passport sized photographs
- Aadhar Card Original
- Original of passport & Valid Visa's
- Original of Address proof of current and permanent residence
- UAN Number

A detailed appointment letter will be issued to you upon your joining and fulfilling all formalities.



We are offering you CTC of **Rs. 8,00,000 (Rupees Eight Lacs only)** per annum. The components and details of annual CTC have been discussed with you as per the annexure.

You will be required to submit medical certificate from registered medical practitioner at the time of joining. This offer letter is provisional (pending your submission of current salary slips and referrals), your appointment is subject to you completing all joining formalities and you are being found medically fit.

We look forward to having you as a proud member of our global AgreeYa family.

With best wishes,

A handwritten signature in blue ink that reads "Pallavi".

**Pallavi Sharma**  
**Senior Manager-Talent Acquisition**

For **AgreeYa Solutions India Pvt. Ltd.**

**Name:** Surbhi Saubhya  
**Designation:** Test Engineer  
**Grade:** E1

	Monthly	Annual	
<b>SALARY COMPONENTS</b>			
Basic Pay	23,333	2,80,000	
HRA	11,667	1,40,000	
Special Allowance	27,911	3,34,932	
*Flexi Basket			
<b>Gross Monthly Payment</b>	<b>62,911</b>	<b>7,54,932</b>	<b>Note 1</b>
<b>STATUTORY DEDUCTIONS</b>			
Provident Fund (Employer's Contribution)	1,800	21,600	
Gratuity as per payment of Gratuity Act	1,122	13,468	
<b>Sub total</b>	<b>2,922</b>	<b>35,068</b>	
<b>ANNUAL BENEFITS</b>			
Medical and Term Insurance	833	10,000	
<b>Sub total</b>	<b>833</b>	<b>10000</b>	<b>Note 2</b>
<b>TOTAL COST TO COMPANY</b>	<b>66,667</b>	<b>8,00,000</b>	

*Flexi Basket	Max (per month)	
Internet Connection	4000	
Meal Vouchers	3510	
Books & Periodicals	2000	
Telephone Reimbursement	2000	
<b>Total</b>	<b>11510</b>	<b>Note 3</b>

**Note 1**

Gross Salary is subject to deduction in respect of Provident Fund and TDS, which depends on applicable income tax rates and investment made by employee during the year.

**Note 2**

You will also be covered under Group Medi-claim Insurance Policy for self, spouse and up to two dependent children with floater cover for hospitalization of above family members for Rs. 3 lacs (Rupees Three lacs only) as sum assured. You will also be covered under group term life insurance for 25 lacs (Twenty-five lacs only) and group personal accidental insurance for 5 lacs (Five lacs only).

**Note 3**

Please note that Flexi components are part of CTC only and it's a tax saving tool which will help you in reducing your tax liability. If you want to avail flexi components please inform HR team at the time of joining. The payment of flexi components are subjective to submission of bills on monthly basis. The bills have to be in the name of the employee. In case an employee has not claimed the flexi for the entire year, the amount will be paid as taxable at the end of the financial year.

**Note 4**

Your employment with AgreeYa shall be subject to the BGV check, failing which, your employment with AgreeYa shall be terminated on immediate effect.

**Note 5**

AgreeYa will provide you joining bonus of **Rs. 50,000 (Fifty thousand only)** provided you join the services of the company on or before December 16, 2021. The amount will be disbursed in completion of 3 months from the date of joining.

Please note that the amount so reimbursed to you under Note 5 will remain as debit balance against your name for a period of 1 year. Accordingly, in case you cease to be in employment of the company for any reason, the amount so reimbursed to you will be recovered from you. However, on completion of 1 year of service with the company this amount will be waived off.