

## Offer Letter

Date: 16 Feb 2024

Name: Sanika Pawar,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Noida office as per the details below:

Designation : CCE

Date of joining not later than : 05/01/2023

CTC Remuneration (Monthly) : 18000.00/-

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Your offer has been made based on the information furnished by you and the competence claimed by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof of the above, we may have the option to review our offer of employment.

During your association with ICCS you will have to ensure daily login of minimum 9 hours to mark yourself present.

During your association with ICCS you will not indulge in any act which may tarnish organisation or its client repo in any way. You will not take any legal proceedings of any manner against ICCS or its clients. Also you will not use any social media plat form against ICCS or any of its client.

At the time of joining, please bring the following documents in their photocopies for joining formalities

1. Photographs (5 passport size)
2. All educational certificates (Starting from Secondary School till Highest Qualification)
3. Relieving Certificate from all the employers (if employed previously)
4. Proof of Last drawn salary (Last 3 months Salary Slip)
5. Valid ID Proof – Passport/ Driving License/ Voter ID/ PAN Card

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Looking forward to a long and mutually beneficial association!

Yours truly For ICCS Ltd



Authorized Signatory

**Insight Customer Call Solutions Ltd.**

**Branch Office :** Rupa Soltaire Office Unit 919 9th Floor, Sector 1, Plot A1, Next to Mastek, MBP, Mhape Ghansoli -400710

**Regd. Office :** B1/G6, Mohan Industrial Area, New Delhi, 110044

**Tel:** +91-11-49920000, **Web :** www.iccs-bpo.com

Compensation & Benefits Break-up		
Annexure 1		
Phase -1 (Training Period )		
Particulars	Training Days	Payout
Class Room Training + Certification +OJT	Paid	Rs.100/- days
Phase -2 (For initial period of 6 months from date of joining)		
Particulars	Amount (Per Month)	Amount (Annual)
Basic Salary	15100	181200
House Rent Allowance	2139	25668
Other Allowances	0	0
<b>Gross Salary</b>	<b>17239</b>	<b>206868</b>
Employer's contribution to ESIC@3.25%	561	6732
Employer's contribution to EPF@13%	0	0
Professional Tax	200	2400
<b>Total Cost to Company</b>	<b>18000</b>	<b>216000</b>
Employee's contribution to ESIC@0.75%	130	1560
Employee's contribution to EPF@12%	0	0
Deductions	130	1560
<b>Total Take Home Salary</b>	<b>17109</b>	<b>205308</b>
<b>Notes:</b>		
· All figures are in Indian Rupees.		
· The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.		
· Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.		
· EPF, ESIC, Income Tax deductions, as applicable.		

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