

**SPC Next CONSULTING (P) LTD**

SPC Group, Unit no. 1505, Astralis Supernova, Sector 94, Noida, Uttar Pradesh 201301

**PAN**: AAFCD8442B

**CIN**: U93000DL2016PTC305808

Offer letter

29/08/2024

XXXX

abcdefg

Gurugram, Haryana

Dear XXX,

We are pleased to extend an offer of employment for the position of **Assistant Manager** at SPC group (**SPC NXT**). We believe that your skills and experience will make you a valuable addition to our team. This letter outlines the terms and conditions of your employment.

# 

# Position: Assistant Manager

**Department**: Information Technology & Data Security

**Location**: Noida

**Start Date:** 1st June 2024

**Employment Status:** Full Time.

**Compensation**: Your CTC will be INR 5,00,000. The salary structure is provided in the Annexure 1.

**Benefits:** You will be eligible for our employee benefits, which include health insurance. Details about these benefits will be provided to you separately.

**Work Schedule**: The office timings are 10 AM to 6:30 PM. The work week is Monday to Friday. 1st and 3rd Saturdays are working.

**Reporting Structure**: You will report to Meenakshi, Manager.

**Probation Period:** The probation period is for 3 months from the date of your joining.

**Notice Period**: During probation period the notice period will be 1 month from the date of resignation. Upon Confirmation, the notice period is 2 months from date of resignation.

**Confidentiality**: You shall always keep the details of your salary and employment benefits at the Organization strictly confidential and shall not disclose such details to any other person within & outside the Organization. Breach of this policy will result in immediate termination of employment and forfeiture of any bonus entitlement.

**On joining:** You will be required to sign the appointment letter, including but not limited to confidentiality and non-compete agreements and submit the necessary documents required for joining formalities. Please get the following documents on your joining day.

1. Identity Proof-Aadhar Card & Pan Card
2. Educational Certificates
3. Previous Company Documents (Relieving/Experience Letter, Salary Slips, Form 16)

If you have any questions, please don't hesitate to reach out to Shubhangi Gupta at [recruitment@spcnc.com](mailto:shubhangigupta@spcnc.com). By signing this offer letter, you acknowledge your acceptance of the terms and conditions outlined above and agree to comply with the policies and procedures of SPC GROUP (SPC NXT). Please sign and return a copy of this letter by 20/05/2024 or your confirmation of joining via email.

Sincerely,

HR Department

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**Annexure-1**

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| --- | --- | --- |
| **EARNINGS** | **MONTHLY** | **YEARLY** |
| Basic | 13,750 | 1,65,000 |
| HRA | 6,875 | 82,500 |
| Conveyance Allowance | 1,600 | 19,200 |
| Special Allowance | 5,275 | 63,300 |
| TOTAL EARNINGS (A) | INR 27,500 | INR 3,30,000 |