

**STRICTLY PRIVATE & CONFIDENTIAL**

**Date: 14th October 2022**

**Address: 105 - Garnet block**  
My home jewel  
Madinaguda  
Serilingampally  
Hyderabad  
Telangana  
500049

**Subject: Appointment letter and Submission of Documents**

Dear **Cinna Chandran**,

Congratulations and welcome to Forge Alumnus Services Private Limited.

It is our pleasure to appoint you as **Business Development and Client Relationship Management** with Forge Alumnus Services Pvt. Ltd, Hyderabad. In this position, you will be directly reporting to **Mr. Vijay Kumar Renikuntla**.

We believe that your experience and abilities will be an asset to the company and will offer a mutually beneficial opportunity to both, you and the company.

Your effective joining date will be 1<sup>st</sup> **November 2022**. Your CTC would be Rs. **5,00,000/- pa** inclusive of taxes + **1,00,000/-** performance-based incentives post probation period. A detailed salary structure for the probationary period will be provided in Annexure A (attached below).

The background verification would be initiated.

- 1. You shall submit within 1 (One) working day, the following information and/or documents:**
  - a) Softcopies of academic certificates including class 10<sup>th</sup>, Inter & Degree
  - b) Passport size photo
  - c) PAN Card (Soft copy)
  - d) Aadhar Card (Softcopy)

**Current Employment:**

- a) Offer letter



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- b) Latest Hike letter
- c) Last 3 months' pay slip
- d) Last 3 months Bank statement
- e) Form 16
- f) Relieving & Experience Letter (At the time of Joining)

## **2. Probationary Period and Confirmation as a Permanent Employee:**

You would be on probation for 3 months. You need to serve for a minimum of 15 days to the company. Failing so, this offer will be considered null & void also, will not be liable to pay any compensation to you.

## **3. Attendance & Leave Policy:**

- All the employees should Clock In & Clock Out by using HRM App/Tool Clock In: 9.00 AM Clock Out: 06.00 PM.
- All leaves should be applied through our HRM Tool.
- Employees would not have the privilege of paid leaves during the Probationary Period. After completion of the probationary period, an employee is entitled to enjoy 15 paid leaves per year.
- All General / Public holidays would be updated on our HRM Tool.
- Salary would be credited as per the attendance report generated through HRM Tool.
- If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your employment and your name will automatically stand discontinued from the list of Employees without any further intimation/separate communication to you.

## **4. Performance Pay:**

You will receive performance pay based on your performance as mentioned in your CTC.

## **5. Increments and Promotions:**

Your growth in the Company and increase in salary will depend solely on your performance and contribution to the Company. Salary increments and promotions will be based on FAS Compensation and Promotion policy.

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## **6. Working Hours:**

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hours depending upon the business requirements/exigencies from time to time.

## **7. Mobility:**

Forge Alumnus Services Pvt. Ltd reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India, on the terms and conditions as applicable to you at the time of transfer.

## **8. Training Period:**

- You will be required to undergo classroom and on-the-job training in the first 7 days or more (including the Initial Learning Program as set out herein below).
- Initial Learning Program would focus on enlightening the employee on what Forge Alumnus Services Pvt. Ltd does, how we operate and connect with our customers/clients. The program communicates the expectations of the company from each employee. If you are unauthorizedly absent during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of trainees without any further intimation/separate communication to you. Compensation Structure / Salary components
- The compensation structure/salary components are subject to change as per FAS compensation policy from time to time at its sole discretion.

## **9. Alternative Occupation/Employment**

Either during the period of your traineeship or the period of your employment as a confirmed employee of FAS, you are not permitted to undertake any other employment, business, or assume any public or private office, honorary or remunerative, without the prior written permission of FAS.

## **10. Notice Period:**

- During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be



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terminated by the Company immediately and if you resign during this period, you will be required to serve a notice period of 30 days.

- No notice or payment shall be payable by Forge Alumnus Services Pvt. Ltd when the employee is discontinued or terminated on account of any misconduct.
- Upon confirmation as a regular employee, you will be required to give one month's notice in case you decide to leave our services. In the event you are having any incomplete assignments, the Company will have the discretion to relieve you only at the end of the one-month notice period. The Company may terminate your services immediately on disciplinary grounds.

## 11. Agreement:

- You are appointed as a **Business Development and Client Relationship Management** is subject to the execution of the necessary Agreements.
- You will be required to complete the formalities on the Non-Disclosure Agreement/Code of Conduct/Compliance/Service Agreements at the time of joining. The Non-Disclosure Agreement/Code of Conduct/Compliance details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with Forge Alumnus Services Pvt. Ltd from the date of signing. Please note, non-execution of the Non-Disclosure Agreement/Code of Conduct/Compliance/Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

## 12. Withdrawal of Offer:

If you fail to accept the offer from Forge Alumnus Services Pvt. Ltd within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Regards,  
Talent Acquisition Team  
FORGE Alumnus Services Pvt. Ltd  
Hyderabad

I confirm and accept the above and will join on \_\_\_\_\_

Accepted by:  
Signature

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<b>Name</b>		<b>Cinna Chandran</b>
<b>Job Title</b>		Business Development and Client Relationship Management
<b>Date</b>		14-10 -2022
<b>Earnings</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	20,833	2,50,000
HRA	5,208	62,500
Travel and Fuel Allowances	3,750	45,000
Education	3,125	37,500
Communication	1,042	12,500
Travel Reimbursement (LTA)	1,458	17,500
Special Allowances	6,250	75,000
<b>Total Earnings (A)</b>	41,666	<b>5,00,000</b>
<b>Performance Bonus</b>		
Target Performance Bonus (B)*		1,00,000
<b>Total (A+B)</b>		<b>6,00,000</b>

\*Your Target performance Bonus will be paid on quarterly basis i.e., 25,000/- for every 3 months based on your performance.

I hereby accept above compensation breakup \_\_\_\_\_

[Signature]

**Cinna Chandran**