

**Offer Letter**

Dear Mathiyazhagan Subramani,

Issued Date: 14-Dec-2021

**Sub: Offer Letter**

Further to your application & subsequent interviews you had with us, we are pleased to give you an offer letter for designation **NOC Engineer L1** on the following terms & conditions:-

- 1) Your Date of Joining with our organization is **17-Jan-2022**. During your employment with us, you will be deputed at **Chennai** providing support to Wipro's client **Bharti Airtel**.
- 2) However, your services are transferable and you may be assigned, after reasonable notice, to any location in India or abroad where Vayam Info Solutions Pvt. Ltd. Operates. While on transfer you will be governed by the rules, regulations and conditions of Employment of that Client.
- 3) You will be paid a total remuneration of **INR 28000** as **CTC** per month. Detailed salary structure is mentioned in **Annexure-A**.
- 4) Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter.
- 5) We reserve to cancel this offer in case of failure to join by **17-Jan-2022** or any information furnished by you is found to be false.
- 6) You shall be bound to devote your entire time exclusively to the business of the company and will not be directly or indirectly engaging in any other part time or full time business or occupation.
- 7) On confirmation of your employment, your appointment shall be subjected to a mandatory sixty days' notice of termination wherein any annual leaves cannot be availed even if not consumed during prior employment but this does not preclude the summary termination of your engagement by the company in the event of misconduct, negligence or disobedience of orders of your superiors as well as violation of any of the conditions of your service.
- 8) Your salary is strictly confidential and disclosure of the same shall be inviting immediate termination of services.
- 9) You are strictly prohibited to take up any work assignment with our and our associate's clients/customer directly or through our competitor.



QUALITY BEYOND THOUGHTS

**VAYAM INFO SOLUTIONS PRIVATE LIMITED**

Off. # 157, Block B, Chittranjan Park, New Delhi-19;

40584223,224, 9810988300, 9910346589

E-mail: info@vayaminfosolutions.com

Visit us: www.vayaminfosolutions.com

**Annexure-A**

**Salary can be bifurcated as under:**

<b>SALARY STRUCTURE</b>		
<b>Component</b>	<b>Break up: Gross Salary Per Month</b>	<b>Break up : Gross Salary Per Year</b>
Basic (A)	5507	66084
DA (B)	4374	52488
Total Basic (A+B) (C)	9881	118572
Statutory HRA (D)	3952	47429
Statutory Bonus (E)	823	9877
Additional allowance (G)	11392	136704
Earned Gross (C+D+E+F+G) (H)	26048	312576
TDS ( I )	0	0
Employee PF deduction (C+G*12%) (J)	1800	21600
Employee ESIC deduction (H*0.75%)*(K)	0	0
Employee compensation insurance and Medical insurance for Non ESIC category. (L)	400	4800
GTL (M)	50	600
PT as applicable (N)	171	2050
LWF as applicable (O)	1	10
Net salary(H-(I+J+K+L+M+N+O)) (P)	23627	283524
Employer PF deduction (C+G*13%) (Q)	1950	23400
Employer ESIC deduction (H*3.25%)*(R)	0	0
Employer LWF (T)	2	20
CTC (H+Q+R+T) (U)	28000	336000



QUALITY BEYOND THOUGHTS

**VAYAM INFO SOLUTIONS PRIVATE LIMITED**

Off. # 157, Block B, Chittranjan Park, New Delhi-19;

☎ 40584223,224, 📞 9810988300, 9910346589

E-mail: info@vayaminfosolutions.com

Visit us: www.vayaminfosolutions.com

We welcome you and wish you a rewarding and Progressive journey with Vayam info Solutions' family.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional letter

**DOCUMENTS REQUIRED AT THE TIME OF JOINING (two copies)**

- Photocopy of the Offer letter accepted and signed by you
- An updated signed CV
- Academic & Professional Certificates
- 10 Recent Passport size Photographs
- Reliving Certificate from last Employer
- Last Pay Slip drawn
- Proof of Birth date (Copy of Birth Certificate / School Leaving Certificate)
- Proof of identity (copy of passport/ driving license/ voter's ID card/ college exam admit card etc.)
- **Background Check (Copy of Passport/Police Verification Form) is mandatory before joining else need to be completed within 15 days of joining.**

**Please Note:**

If you are residing at a location from which coming down to our Zonal Office (Delhi) for completing Joining formalities is not possible, in that case pls. do courier your documents on the below provided address:

QUALITY BEYOND THOUGHTS

Yours Truly,

**SHIVALI SINGH**

**HR & Operations Manager**

**VAYAM INFOSOLUTIONS PVT. LTD.**

Vayam Info Solutions Pvt. Ltd.  
B-157(Basement) Chittranjan Park  
New Delhi-110019