

Ref: TSF/HR/Gurgaon/2022-2023/52176

To,

Ms. Shelly Kushwah
Gurgaon, Haryana, India.

Dec 05, 2022

Letter of Offer of Employment

Dear Shelly Kushwah,

With reference to your Job Application and subsequent interview(s) / discussion(s) had, we are pleased to offer you Employment, as per the following details:

- Product / Department : Human Capital Management
- Designation : HCM Support Executive
- Initial Place of Posting : **Gurgaon**, either at our Client's Location or our Location, depending on the nature of job assigned from time to time. The Organization reserves the right to change your job function, duties or place of work at any time during your employment, and / or require you to carry out services for any subsidiary or related Organization.
- Remuneration : Total Cost to Company INR **22,891/-** per Month (As Mutually Agreed; Take Home Salary may be Lower depending on the applicable Remuneration Structure applied at the time of Joining). Indicative Remuneration Structure shall be as per enclosed Annexure A.
- Validity of Offer : Fifteen Days from Date of Issuance.

This offer shall be subject to satisfactory verification of your Credentials and/or Testimonials besides References provided. The verification may be carried out at TeamSpace's discretion either at the time of Joining or anytime during the course of Employment, as deemed fit. However, if there's a discrepancy detected in the Testimonials / Documents provided by you, TeamSpace reserved the right to review your Offer/Employment.

You are also advised to submit following Self-Attested Testimonials on or before the date of joining in the relevant sections of the TeamSpace Portal besides other details (Access Details of the same shall be sent to you via eMail/SMS) and subsequently confirm via eMail to the sender of the Offer Letter:

1. Passport Sized Colour Photograph for Identity Card
2. Scanned Copy (Colour) of your Signature for Identity Card
3. Latest Copy of eAadhaar / Scanned copy of Aadhaar
4. Latest Copy of PAN Card / PAN Card Application if you do not possess PAN at the moment – this needs to be submitted within 15 days of Joining failing which the Offer / Employment shall be null and void
5. Valid/Latest Residential Address Proof (Photocopy of Passport / Driving License / Ration Card or Family Identify Card / Voter ID / Rent Agreement / latest Bank Statement / latest Electricity Bill / latest Landline Telephone Bill)
6. Educational Certificates (X/SSC, XII/HSC, Graduation, Post-Graduation, Diplomas/Certifications, etc.)
7. Copy of Salary Statement (latest 3 months) and/or Relieving Letter and/or Experience Certificates or Appointment Letter of Previous Employer(s)
8. Updated Resume



9. A Cancelled Cheque in Original or Copy of Passbook of your Bank Account mentioning the Bank Account Number and IFSC clearly
10. Signed / Acceptance Copy of this Offer Letter
11. Acknowledged / Signed Copy of the Appointment Letter (on Receipt)
12. Fitness Certificate from a Registered Medical Practitioner
13. Other Testimonials, Declarations, Forms and Agreements, as may be sought
14. Atleast Two Non-family References (Name, Contact Numbers, eMail IDs, and Acquaintance Details)
15. My Profile section (About Me, Coordinates, Identity/Address Proof, Skills and Qualification, Family Details, Nominations, existing PF UAN details, etc.) along with relevant Supporting Documents

Monthly Remuneration will not be processed till the above information is accurately updated by the concerned employee on the TeamSpace Portal.

A detailed Remuneration Breakup shall be included in the Appointment Letter along with Applicable Employment Terms & Conditions (subject to revisions by TeamSpace from time to time), which will be issued to you once we receive all the documents above along with the relevant supportings on the TeamSpace Portal. This letter unless supported with a valid subsequently executed Letter of Appointment, cannot be treated as a valid testimonial of employment with TeamSpace.

Your Employment shall be governed by TeamSpace's Code of Conduct, InfoSec and HR Policies in force from time to time.

You're advised to submit a copy of your resignation letter duly accepted by your current employer within a week.

We welcome you to TeamSpace, and we look forward to a long and mutually beneficial association with you.

For TeamSpace Financial Services Pvt. Ltd.,



Human Resources

I, Shelly Kushwah agree to accept the offer of employment on the term(s) and condition(s) mentioned in this letter. I will report for my duties on 20/12/2022 or earlier. I understand that my employment, of whatever nature, is subject to the terms, conditions, policies and procedures of TeamSpace, as applicable

Signature : shelly

Date of Acceptance : 05 / 12 /2022

Annexure A

Ms. Shelly Kushwah
Gurgaon, Haryana, India.
Project Name: Yes Bank Limited

Particulars	INR per Month	INR per Annum
BASIC	14,077.00	168,924.00
House Rent Allowance	6,934.00	83,208.00
Gross Pay	21,011.00	252,132.00
Employee's Contribution to PF	1,689.00	20,268.00
Employee's Contribution to ESIC	0.00	0.00
Employee's Contribution to LWF	25.00	300.00
Professional Tax	0.00	0.00
Employee's Contribution to GMC	300.00	3,600.00
Employee's Contribution to GPA	15.00	180.00
Employee's Contribution to GTL	20.00	240.00
Net Pay (Subject to TDS)	18,962.00	227,544.00
Employer's Contribution to PF	1,689.00	20,268.00
Employer's Contribution to PF Admin Charges	141.00	1,692.00
Employer's Contribution to ESIC	0.00	0.00
Employer's Contribution to LWF	50.00	600.00
CTC	22,891.00	274,692.00

Note:

1. Professional Tax may vary as per State-wise Income Slab Norms. Differential of Annual Contribution will be additionally deducted from Remuneration of February month as per Financial Year (April to March).
2. LWF may vary as per State-wise norms and shall accordingly be deductible Monthly / Quarterly / Half-Yearly / Annually.
3. Gratuity, if applicable, will be paid as per Law upon Cessation of Employment.
4. Statutory Bonus, if applicable, will be paid as per Law.
5. Under the directives of TeamSpace's HR Policy, it is expected of you to maintain absolute confidentiality about your remuneration and any breach leads to stringent action.
6. The Remuneration Structure above is subject to change / modification from time to time based on changes in applicable laws or statutory guidelines.

shelly