



14th March, 2017

Mr. Parshant Gupta,
#577A, Topkhana Bazar/Ambala Cantt,
Pin: 133001.

Letter of Offer

Dear Parshant Gupta,

We are pleased to make you an offer of employment with us and this letter sets forth the terms of appointment.

- 1) Designation: **Software Test Engineer / P2 (Global Title: Software Test Analyst I)**
- 2) Place of Posting: FIS (I) Pvt. Ltd, 5th Floor, Landmark Plaza, (F3 Tower)
Quark City (SEZ), Industrial Focal Point,
A-40A, Phase VIII Extension Mohali, Punjab
- 3) Date of Joining **17th April, 2017**
- 4) Compensation & Benefits
Annual Fixed Pay : **Rs 439602/-**
Performance Pay : **Rs 43960/-**
Annual Benefits : **Rs 16438/-**
Cost to Company : **Rs 500000/-**
(Break up of above Compensation details are provided in Annexure 1)
- 5) Background Checks Your appointment is subject to the background check clearance in all aspects, any discrepancies in the background check will lead to withdrawal of the offer. Our HR Team will let you know the final status of your check once it is completed.
- 6) Confidentiality You are requested to maintain confidentiality on all aspects of the letter of offer at all times. You shall not divulge, communicate or pass on any information, regarding the company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor employed by the Company.
- 7) Notice Period: Notwithstanding anything stated above, your services are liable to be terminated by the Company without assigning any reason, by giving you 75 days' Notice or salary in lieu of such Notice. Likewise, you may resign from the services of the Company by giving 75 days' Notice or salary in lieu of Notice. Salary for this purpose will be computed on Basic Salary.
- 8) Probation period: You shall be on probation for a period of six months from the date of your joining. Your services shall be confirmed based on the performance review conducted by your Manager.

Sharing of this information will result in withdrawal of your letter of offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

We request you to submit

- 1) The documents listed in **Annexure 2** at the time of acceptance of offer.
- 2) The documents listed in **Annexure 3** on the day of joining

We look forward to having you on board with Team FIS.

Yours sincerely

Mamta Wasan

Sr. Vice President - Human Resources

I hereby accept the above offer

Candidate's Name & Signature

Parshant Gupta

**ANNEXURE - Compensation and Benefits****Name:****Parshant Gupta****w.e.f.****17-Apr-17****FIXED PAY**

Particulars	Amount (PM)	Amount (PA)
Basic Salary	10,990	131,881
House Rent Allowance	5,495	65,941
Flexi Benefit Plan^	18,830	225,954
Employer's contribution to Provident Fund	1,319	15,826
BASE PAY (FIXED PAY)	36,634	439,602
Performance Bonus*		43,960
TOTAL COMPENSATION (TC)		483,562

ANNUAL BENEFITS

Benefit Particulars	Amount (PA)
Gratuity (As per payment of Gratuity Act)	6,343
Premium paid by the employer for Group Health Medical Insurance**	9,891
Premium paid by the employer for Accident Insurance policy	204
COST TO COMPANY (CTC)	500,000

* Your Performance Bonus represents the target amount (at 100% payout). Actual quarterly payouts can vary depending on performance and subject to the terms and conditions of the Incentive plan policy. Plan details are at the sole discretion of the company and subject to change.

Taxes and other statutory deductions/payments as per applicable law.

Signature of Signing Authority**Signature of Associate**



ANNEXURE 2

Dear Parshant Gupta,

Congratulations for successfully clearing all the rounds!

You are requested to submit following documents at the earliest,

[A] Academic Qualification

- ✓ **SSC certificate & Mark sheets**
- ✓ **HSC certificate & Mark sheets**
- ✓ **Graduation certificate & Mark sheets**
- ✓ **Post-Graduation certificate & Mark sheets**
- ✓ **Other Courses certificate & Mark sheets**

[B] Work Experience Certificate (Not applicable in case you are fresher)

- ✓ **Experience Letter/Relieving Letters from last two organization(s)**
- ✓ **Current Company appointment letter**
- ✓ **Latest 3 months' Salary Slips**

[C] 4 Passport sized colored photographs

[D] Address Proof (Any of the following)

- ✓ **Ration Card**
- ✓ **Passport copy**
- ✓ **Utility Bills**

[E] Proof of Date of Birth (Any of the following)

- ✓ **Birth Certificate**
- ✓ **School Leaving Certificate**
- ✓ **Passport copy**

[F] Photo ID proof (Any of the following)

- ✓ **Passport copy**
- ✓ **Driver's License**
- ✓ **Pan Card**

You are required to submit originals and 1 photocopy of the above documents. HR will retain the photocopies and return you the originals immediately. In case you are not able to submit the originals then attested photocopies from a Gazette Officer will be a must.



ANNEXURE 3

Dear Parshant Gupta,

You are also requested to submit us the filled up documents, as detailed below, on **17th April, 2017.**

- Joining forms
- Payment of Gratuity form
- Family Health Declaration Form
- Employee Confidential Agreement
- Nomination and Declaration form (two original copies)
- Relieving letter of your last employer

Wishing you a great career ahead in FIS!!!