

Mr. Paras Jain

Skillate ID : 4376418

HNO 809 SECTOR 29 NEAR INDIAN OIL PETROL PUMP, FARIDABAD
Haryana, 121008

Offer Letter

Dear **Paras**,

Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Shared Services Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Senior Analyst** and your initial place of posting will be **Pune**. Your functional title will be **"Sr. Software Engineer"**.
2. Your office address will be eClerx Services Limited, Block No.1, 5th Floor, Quadron Business Park Limited, Rajiv Gandhi Infotech Park, Plot N. 28 Hinjewadi Phase II, Pune – 411057, Maharashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **April 19, 2022**.
5. Your Cost to the Company will be **INR 500,256** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1,400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with 60 Days' notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid persons/entities of any claims, which you may have in this regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. Should the reports of such testing be positive, the organisation withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
15. The offer is made to you subject to the following pre-conditions without fulfilling which your offer may be treated as null and void:

You will be required to submit, the following set of documents within five working days from the date of this letter being issued to you.

- a. Four passport size color photographs.
 - b. One set of photocopies of all certificates and mark sheets along with the originals for verification.
 - c. One photocopy of appointment letter and last three months' salary slips from the current employer along with originals for verification (Applicable if currently employed).
 - d. One photocopy of appointment letter and experience certificate / relieving letter from all the previous employers along with originals for verification (Applicable if worked with more than one organization).
 - e. One photocopy of Pan Card. If Pan Card not available, candidate must apply for it and bring the acknowledgement copy.
 - f. One photocopy of passport / driving license etc. for photo ID.
 - g. One photocopy of telephone bill / ration card, gas connection bill, etc. for proof of address.
 - h. One photocopy of experience certificate / relieving letter from the current employer along with originals for verification (Applicable if currently employed) within three working days from the date of joining.
16. In the initial recruitment process you were advised that this position is considered 'critical' and, therefore, your appointment is contingent upon successful completion of a background check, documents submitted by you are sent for necessary verification and authentication to the background verification agency.
17. Clauses:
- Your offer of Employment will not be valid if you are unable to provide your Graduation final year Mark sheet & Degree Certificate within 90 days from Date of Joining.

You will be required to report on the said date, or you are required to inform the HR at least 15 days before the agreed joining date, failing this, the offer shall stand withdrawn automatically, without any further intimation to you.



Terms of your employment are governed by eClerx and eClerx reserves the right to make changes to your work location, shift and business vertical based on requirements of the organisation.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

We welcome you to the eClerx family and wish you a successful career with us.

Yours Truly,

Accepted By

For eClerx Services

Paras Jain

A handwritten signature in black ink, appearing to read "Andrews Simon", is located on the left side of the page. The signature is written over a light gray grid background.

Andrews Simon
Associate Principal – Human Resources

Annexure I

Name: Paras Jain
Designation: Senior Analyst
Date of Joining: April 19, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	19,300	231,600
House Rent Allowance	9,650	115,800
Leave Travel Allowance	1,608	19,296
Other Allowance	3,442	41,304
Bonus	2,800	33,600
Monthly Fixed Compensation	36,800	441,600
Retiral Fund	1,800	21,600
Monthly Total Compensation	38,600	463,200
Annual Total Compensation		463,200
Performance Bonus	3,088	37,056
Cost To Company	-	500,256
Gratuity	-	11,140
Total Cost To Company	-	511,396

- Since you are enrolled under the Employees' Provident Fund Scheme, the Retiral Fund amount will be deposited in your PF account as Employer's contribution. Your personal contribution to PF will be deducted from your Monthly Fixed Compensation.

Other Benefits:


1. You are eligible for reimbursement of expenses incurred towards fuel up to a limit of INR 1,800 per month for a car up to 1600 CC engine or INR 2,400 for a more than 1600CC engine and driver salary of INR 900 per month. This reimbursement is part of other allowance mentioned in the above table.
2. Tax benefit on LTA can be availed by submitting the flight or train tickets, depending on the mode of travel during your leave period which should exceed three days in a stretch. To avail 100% tax benefit on LTA, one can claim LTA twice in window period of four years.
3. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
4. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
5. Additional tax benefits can be availed by subscribing to Provident Fund, National Pension Scheme and Sodexo Coupons.
6. A comprehensive Hospitalization Benefit will be available for you and your family, including pre-existing disease cover. The limit of coverage is INR.2,00,000
7. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
8. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
9. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidateexperience_eclerx@eclerx.com or contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, for Customer Operations and for APM+ contact, Manjiree Badve (8082347490) or Preet Chug (8879473070).

I have read and understood all the above mentioned points and accept the offer.



Offered By: Andrews Simon
Designation: Associate Principal– Human Resources

Accepted by: _____
Date: _____