



Date: June 6, 2013

Ref: ECSPL/OL/2013/57

Subject: Offer for the post of Programmer Assistant

Dear Rahul Kandpal,

We are pleased to inform you that you have been selected for the post of **Programmer Assistant**.

1. The engagement will commence from the date on which you take up our assignment by 7th June 2013.
2. Your working hours and days will normally be the same as those of the organization / Client and in addition, specific schedule of days of engagement / nature of consulting / place of work / deliverables may be drawn from time to time.
3. For this engagement and the services rendered you will be paid a Salary of Rs. 17,000/- (Rupees Seventeen Thousand only) per month as CTC, deducting applicable taxes at source. Your salary shall be processed against the receipt of your attendance sheet duly signed by the authorized signatory (Reporting NIC official).
4. You will be bound by non-disclosure agreements for the above and any proprietary information disclosed to you by the organization / Client during the engagement period.
5. During the engagement period you will devote full time and attention to the work assigned to you and not undertake any other work.
6. Other terms of employment will be sent to you with Appointment letter.
7. You are requested to furnish the following documents (duly attested by a Gazetted officer) so that the appointment and deployment letter can be generated:-
 - ✓ Schooling certificate (SSC/SSLC) in support of your age
 - ✓ 12th class /Intermediate certificate / Graduation /Post graduation (All documents)
 - ✓ Your latest 3 Salary slips or salary certificate.
 - ✓ Your relieving and experience letter from previous organization.



- ✓ Form 16 or Taxable Income statement duly certified by previous employer.
- ✓ 5 Passport size Photographs (Scanned copy also required)
- ✓ Address proof Present and Permanent, Valid Passport, PAN (All documents)
- ✓ SBI Bank Account Details –Copy of Passbook and Scan Copy of Cheque.
- ✓ PF form 11 and PF exemption Self Declaration

Please sign and return the duplicate copy of this offer of your engagement as a token of your acceptance of the terms and conditions of this engagement.

For **eCentric Solutions Pvt. Ltd.**

Deo Kumar
Assistant Manager - HR

I accept the terms and conditions of this engagement and will commence the engagement effective

Signature:-
Name:-
Date:-