

Ms Sarika Dattatray Sandbhor

Skillate ID: 4411097

**B-40/6,Gurukrupa CHS,Sec-10,Sanpada,Navi Mumbai,Pin-400705, Mumbai
Maharashtra, 400705**

Offer Letter

Dear **Sarika**,

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 **Associate Process Manager** and your initial place of posting will be **Pune**. Your functional title will be **"Consultant - Software Services"**.
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 **May 17, 2022**.
5. Your Cost to the Company will be **INR 2,306,880** (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 a resignation acceptance / relieving letter of your current employment on or before your 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

SARIKA SANDBHOR

A handwritten signature in black ink, appearing to read 'Andrews Simon', is written over a light gray grid background.

Andrews Simon
Associate Principal – Human Resources

Annexure I

Name: SARIKA SANDBHOR
Designation: Associate Process Manager
Date of Joining: May 17, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	89,000	1,068,000
House Rent Allowance	44,500	534,000
Leave Travel Allowance	4,167	50,004
Other Allowance	38,533	462,396
Monthly Fixed Compensation	176,200	2,114,400
Retiral Fund	1,800	21,600
Monthly Total Compensation	178,000	2,136,000
Annual Total Compensation		2,136,000
Guaranteed Bonus	14,240	170,880
Cost To Company	-	2,306,880
Gratuity	-	51,371
Total Cost To Company	-	2,358,251

Guaranteed Bonus will be paid monthly till the second increment cycle, post which it will be treated as performance bonus and will be paid out annually, purely on the basis of performance. Maximum earning potential will be upto 20% of your Fixed Salary for Annual Bonus

- 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. 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.
2. 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.
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit, including pre-existing disease cover, will be available for you, including your Spouse + upto 2 Children. The limit of coverage is INR 2, 00,000.
5. 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.
6. 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.
7. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which is contingent on your performance and subject to you being on the active payroll of the company, on the date of actual payout. Any Employee serving a notice period will not be eligible to receive the increments & bonus pay-outs.
8. 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.

9. You will be eligible for a one time joining bonus of INR 230000 post completion of two month in the company. In the event of your leaving the service of the company for any reason what so ever before 18 Months from the DOJ you shall be liable to pay to the company, the entire joining bonus amount.

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, Tara Sharma (9780009693) 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: _____