**OFFER OF WORK ASSIGNMENT**

# Agent Name: {{ Agent\_Name }}

# Agent Email: {{ Agent\_Email }}

ICICI Bank Building 5th floor Peda Waltair

Vizag - 539917 **Date: {{ Todays\_Date }}**

Website: [www.themicrotask.com](http://www.themicrotasks.com)

It gives me great pleasure to extend to you an offer of employment with **The Micro Tasks**. (Third-party Assignment), as

**{{ Vendor\_Name }} (Non-Voice) -WFH.** You will be initially assigned by The Micro Tasks on a project with our Flagship Clients. This project is tentatively scheduled to begin within two days of the joining formalities on {{ Date\_of\_Joining }} and is located at our **Bengaluru**. Your Joining date will be considered once the 7 days training is completed successfully.

Your CTC will be **Variable (As per the productivity)** as detailed in Annexure - A. Please bring the original document along with a photocopy of the following Compliance Documents at the time of joining:

1. Educational Certificates (X, XII, Graduation, Post-Graduation)

2. Recent passport size photographs

3. Photo ID Proof (Acceptable Documents: Passport/Voter ID/Driving License/PAN Card)

4. Current/ last Employer’s offer/appointment letter

5. Relieving Letters (of all previous employments)

6. Pay slips / Salary Account Statement of your current/last employment for the last three Months.

Failure to submit any of the above documents will result in an immediate termination of this offer.

Your employment with The Micro Tasks will be governed by company’s policies, as modified, from time to time and at sole discretion of The Micro Tasks, upon notice to you. Annexure B provides a subset of the company policies that will govern your employment with us.

You shall initially be on probation for a period of one thirty days (30). Only on successful completion

Of your probation and review thereof, you will be provided with a confirmation letter by the HR

Department of The Micro Tasks.

You shall join the services of The Micro Tasks on or before {{ Date\_of\_Joining }}. If you choose to accept this offer, please provide us your confirmation of acceptance. Offer stands canceled in case of non-acceptance, any deviations in the information/documents provided by you, or if you fail to report on or before the {{ Date\_of\_Joining }} without the prior approval of The Micro Tasks Management.



**ANNEXURE – A**

# Name: {{ Agent\_Name }}

**Designation: {{ Process }}**

**Level: L1**

**Effective:**

|  |  |  |
| --- | --- | --- |
| **Category (Any One)** | **Quantity** | **Rs.** |
| **Number of Listing / Month** | **7000** | **14,040** |
| **Number of Listing per day - Compulsory** | **270** | **540** |
| **Incentives (Target 100%)** | **1000** | **1000** |
| **Deductibles\*\* (Below Target Leads) / Extra Incentives** |  | **2 INR/lead** |
| **Total Earning Capacity** | **As per productivity** | **15,040** |

**ANNEXURE – B**

1. **Personal Particulars:**

You hereby confirm that the personal and other information provided by you is current and accurate. You will keep The Micro Tasks informed of any change in your residential address, your family status or any other pertinent personal information provided by you.

1. **Termination/Particulars:**
   1. Your employment shall terminate immediately if they don’t meet the below particulars:
2. Work / Calling should be immediately started within 48 hrs. of the training.
3. If the agent is found non-responsive for any three days of the month, he/she will be terminated

without information.

1. Your training will be conducted for 7 working days which will be totally unpaid.
2. Payment of whatever target has been completed will be shared monthly.
3. **Agent will be eligible for the payout only if agent has worked for complete 26 working days in**

**the month, before that the agent will not get paid for anything.**

1. Upon The Micro Tasks giving you a thirty (30) days notice of termination for any reason, with or

without cause; The Micro Tasks at its sole discretion, may terminate you immediately by paying

your works payout.

1. Upon The Micro Tasks’ notice to you, if you are in breach of any of the The Micro Tasks policies

and procedures.

1. If any employee is not even able to achieve 50% of the assigned target continuously for three

months then The Micro Tasks at its sole discretion has full rights to terminate directly.

* 1. The Micro Tasks may terminate your employment immediately, with or without notice on the occurrence of your:

1. Non-performance of the duties, roles and responsibilities assigned to you.
2. Unauthorized absence, disclosure/misuse of The Micro Tasks’ confidential information, engaging in misconduct (willful, intentional or otherwise).
3. Involvement in any act of moral turpitude.
4. Obligations hereunder or being arrested, charged or convicted in any criminal or similar

proceedings that involve a matter which The Micro Tasks believes in its sole discretion may affect The Micro Tasks, its employees, contractors and/or clients

* 1. You may at any time terminate your employment by giving thirty (30) days prior written

notice to The Micro Tasks.

1. **Intellectual Property:**

If during the period of your employment with The Micro Tasks, you achieve any invention, process improvement, operational improvement, or other process/method likely to result in a more efficient operation of any of the activities of The Micro Tasks, we shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to The Micro Tasks for the purpose of seeking any patent rights or for any other purpose. The Micro Tasks will have the sole ownership rights of all the intellectual property that you may create during the tenure of your association with The Micro Tasks including but not limited to the creative concept that you may develop.

1. **Secrecy/Confidentiality:**
   1. Use of Proprietary and Confidential Information: You will not, at any time, during the course of your employment with The Micro Tasks and thereafter, divulge or disclose The Micro Tasks’ proprietary or confidential information to any third party or entity including competitors and/or former employees without prior authorization of The Micro Tasks. You will not make any use of The Micro Tasks’ proprietary or confidential information for your own or any purpose other than that of The Micro Tasks. Failure to do so on your part shall result in your immediate termination and a legal action shall be taken against you and the third party/entity to which the information was divulged.
   2. Access to Information: Unauthorized access to The Micro Tasks’ proprietary or confidential information or an attempt to do is strictly prohibited and shall result in an immediate termination of your employment and a legal action against you.
   3. Restriction on Personal Use: Use of The Micro Tasks resources for personal use are strictly prohibited. This includes usage of computer resources, information, internet service, assets, and working time of The Micro Tasks for any personal use. You will under no circumstances carry any work home unless specifically approved by your manager. Any usage of The Micro Tasks information for personal use will result in an immediate termination of your employment without notice and/or a legal action as deemed appropriate. You may/may not, at the sole discretion of The Micro Tasks, be required to reimburse The Micro Tasks for any losses incurred on account of personal usage of The Micro Tasks

resources.



**Job Description and Responsibilities:**

* Agents has to do the work accordingly as explained during the training period with all the given appropriate software tools.
* Agents has to login or work for 8 hrs flexibility as per the agent in a day.
* Agent has to report his/her TL for any type of issues or related to the work done or not able to completed due to any reasons.
* Every day you have to mark your attendance to your TL on time to get the assignments.
* Legal action will be taken directly from the company if any misleading or misuse of the data shared by the company is found by the agent.
* As per the terms company will be payable as per the data done by the agent in the 26 working days of the month.

By accepting and signing this offer letter, you agree to have thoroughly read, understood and will

abide by the terms and conditions set forth herein.

**Sincerely,**

**Accepted,**



**The Micro Tasks {{ Agent\_Name }}**

