

Ref. No: GDC/BAN/RMG/OFFER/2021/1086
05th Oct-2021.

Waseem Ahmed
Ho No 384Muslim
Colony Shampura Main
Road Bangalore 560045

Dear Waseem,

We are pleased to invite you to join INFOGAIN family as one of its valuable asset. We at Infogain believe in exceeding client expectations and delivering innovative business solutions that enhances their competitive advantage and sets them apart. In our journey to win, we are happy that you are one of the valuable members joining us in creating a truly global corporation.

- You will be designated as **"Consultant Development"** with an annual compensation of **Rs. 6,00,000/- (Rs. Six Lakh Only)**.
A sign on bonus of **Rs.50,000/- (Rs. Fifty Thousand Only)** will be paid to you with your 1st month's salary. You will need to return the sign-on bonus if you decide to leave the company within **12 months** of joining.
- In the event of your resignation from services of the **Company** during probation period and thereafter, you will have to give 90 days' notice.

On your joining day, you are required to submit the documents for our records, as stated in **Annexure-II**. The detailed appointment letter along with salary structure would be issued to you upon your joining the organization.

Your initial place of posting will be at **# Fortune Scion Business Centre" 90 B, West Avenue 9, Electronics City Phase -1 Bangalore – 560100**, but your services can be transferred to other offices or work locations including client sites, at the sole discretion of the Company.

- You are requested to report for your duties by **9:00 AM** sharp on or before **14th Oct ,2021**.
- Kindly return the signed duplicate copy of the letter as an acceptance of the above mentioned offer.

By accepting this offer, you hereby authorize Infogain India Private Limited and/or any external agency instructed by Infogain to verify your educational, employment antecedents, conduct or other particulars and make any other back ground checks prior to or after your date of joining the Infogain India Private Limited. This offer will be cancelled and your employment with Infogain will be terminated with immediate effect (even after joining Infogain), if any of the information provided by you is found to be false or misleading in final back ground check report.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated accordingly.

As we welcome you to “Infogain”, we are confident that you will strive to contribute to your potential and add value through your roles and strengthen the spirit of Infogain.

Thanking You,

Yours Sincerely,

For Infogain India (P) Ltd.



Kishor Kumar G R

Associate Vice President

Candidate Signature

Date:

Annexure-I

| | | |
|--|--|--------------------|
| Candidate: Waseem Ahmed | Designation: Consultant Development | Grade: G3-A |
| Heads | Monthly | Annual |
| Basic | 15,000 | 1,80,000 |
| HRA | 7,500 | 90,000 |
| Advance Statutory Bonus | 3,000 | 36,000 |
| Personal Allowance | 13,715 | 1,64,582 |
| *FBP | 6,950 | 83,400 |
| Monthly Gross (A) | 46,165 | 5,53,982 |
| Retirement & Mediclaim Benefits (B) | | |
| Company's Contribution to PF | 1,800 | 21,600 |
| National Pension Scheme | | 0 |
| Gratuity | | 8,658 |
| Medical Insurance | | 15,760 |
| Sum of Retirement & Mediclaim Benefits (B) | 1,800 | 46,018 |
| Variable Pay (C) | | |
| Variable Pay | | 0 |
| CTC (A+B+C) | | 6,00,000 |
| *Flexible Benefit Plan (Reimbursement) | | |
| Telephone | 1,500 | 18,000 |
| Vehicle | 1,200 | 14,400 |
| **Meal Card | 3,000 | 36,000 |
| LTA | 1,250 | 15,000 |
| Total | 6,950 | 83,400 |
| # Variable Pay compensation is linked to the company's variable compensation policy | | |
| **National Pension Scheme: NPS can be availed in Three Slabs: 5%, 7% and maximum upto 10% of the Basic amount, | | |

Thanking You,

Yours Sincerely,

For Infogain India (P) Ltd.



Kishor Kumar G R

Associate Vice President

Candidate Signature

Date

Encl: List of documents required

Annexure-II

List of Documents to be produced at the time of joining

- I. **Adhaar (As per government notification, it is mandatory to produce it. It will be linked to your PF account. If not submitted, it will not be possible to complete the joining formalities.)**
- II. **Universal Account Number (UAN) (If you have a UAN generated in your past employment, please produce it. If not, please submit a declaration by mail and Infogain will generate it)**
- III. Date of Birth Certificate (Xth certificate).
- IV. Copies of your Academic Degree/ Certificate/ Mark sheet (all semesters).Post Graduation documents also to be provided in case you are a PG Degree holder.
- V. Appointment Letter and Relieving letter / experience certificate(s) from all employers along with last two month's salary slip.
- VI. Statement of taxable income/Provisional Form 16.
- VII. Copy of your passport.
- VIII. Copy of PAN card.
- IX. Current address proof (Rent Agreement/Utility Bills/Affidavit etc).
- X. Permanent address proof.
- XI. **Three** latest passport size photographs.
- XII. For Bank Account Opening (ICICI BANK):
 - Original PAN Card and original Passport/Voter ID Card/Driving License.
 - Cheque (mandate to have name printed on it) or Bank Statement**If you have an active salary account with ICICI BANK, please furnish the details. You may continue to use it at Infogain.**

Note:

- As per Infogain policy, you will be subjected to Background Verification pre/post your date of joining.
- You are advised to carry "**2 Copies**" of all the above mentioned documents on your date of joining.