

19-20

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8 Nov 2021

Mr. Muhammed Aslam S,
S/o Ashraf C H, Siyali House,
Vadakkumbad, Ramanthali, Kannur, Kerala- 670308

Sub: Offer Letter

Dear Muhammed Aslam S,

This is in reference to the application and the interview you had with us. It gives us immense pleasure to offer you to be a member of Velocis Team.

Your basic terms of appointment are:

- You will be designated as **Associate**.
- You will be on probation for a period of six months.
- Cost to the company is **Rs. 25,000/-** per month (refer Annexure).
- As per company policy, all the devices (laptop, mobile) need to be managed by individuals only, However, Company will facilitate with the necessary licenses / reimbursements as applicable.
- The acceptance must come within 2 business working days of the offer, failing will cancel the candidature.
- Velocis will get your background verification done within 3 months of your joining and reserve the rights to do the same at any point of time during your employment.
- NDA (Non-Disclosure Agreement) to be signed on the date of joining.

Kindly join us on or before **8 Nov 2021**.

In case if failed to adhere to the given timeline, your offer will be considered cancelled.

You will get the appointment letter within 30 days of joining mentioning all the terms and conditions.

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Annexure

Name : Mr. Muhammed Aslam S
Designation : Associate
Grade : V0

Components	Monthly CTC	Annual CTC
Basic	12,500.00	150,000.00
HRA (40-50%)	5,000.00	60,000.00
Transport Allowance	1,600.00	19,200.00
Professional Development Allowance	1,056.00	12,672.00
Medical Reimbursement	1,250.00	15,000.00
Bonus / exgratia	1,042.00	12,504.00
Gross Salary	22,448.00	269,376.00
Gratuity	602.00	7,224.00
Company's PF Contribution	1,500.00	18,000.00
Medical Insurance Premium	400.00	4,800.00
Accidental Insurance Premium	50.00	600.00
Fixed CTC	25,000.00	300,000.00
Variable CTC		22,448.00
Total CTC		322,448.00

- (*) Variable pay gets disbursed based on discretion of the management & performance of individual.
- Please note that Income Tax applicable on salary & reimbursement will be as per the rules under IT Act.
 - As agreed, Service Agreement is for 2 Years, detailed documents will be given on your date of joining.
 - Professional Tax if applicable would be deducted from this amount.
 - Gratuity paid as per gratuity act.
 - Mobile and Conveyance allowances as per company policy.
 - Laptop Policy (if applicable) as per company policy.

For Velocis Systems Pvt. Ltd

Roopa K.S

Authorized Signatory



Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

E: Contact us@velocis.in