

22 July 2022

Ms. Ardhra Babu
Puthiya Veetil, Nuchiya,
Kannur, Kerala-670705

Sub: Offer Letter

Dear Ardhra,

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 the Velocis Team.

Your basic terms of appointment are:

- You will be designated as **Presales Associate**.
- You will be on probation for a period of six months.
- Cost to the company is **Rs. 25,500/- 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 01st August 2022.

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.

You may kindly submit the following documents at the time of joining:

- Photocopies of your academic and professional certificates.
- Photocopies of your ID proof (PAN card & Aadhaar card Mandatory) & Residential Address.
- 5 Passport size photographs with white background.
- Photocopies of Relieving/ Experience Certificates of all the previous organizations.
- Latest 3 months pay slips.
- Cheque book copy with details of Name & IFSC code.

Please note that submission of these documents is mandatory.

This offer is based on the information supplied by you in your interview application form and will otherwise be treated as null and void if a material error, in the management opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

We believe you will be an essential member of this organization as we move forward towards a successful future. We welcome you onboard as a member of our team and hope you will have a fulfilling career with us.

Kindly sign the duplicate copy as a token of your acceptance of this offer.

With Best wishes,

For Velocis Systems Pvt. Ltd

Roopa.K.S.

Head -HR, Legal & Compliance

Accepted By:

Dated:

Annexure

Name : Ardhra Babu
Designation : Presales Associate
Grade : V0

Components	Monthly CTC	Annual CTC
Basic	12,750.00	153,000.00
HRA (40-50%)	5,100.00	61,200.00
Transport Allowance	1,600.00	19,200.00
Professional Development Allowance	1,143.00	13,716.00
Medical Reimbursement	1,250.00	15,000.00
Bonus / exgratia	1,063.00	12,756.00
Gross Salary	22,906.00	274,872.00
Gratuity	614.00	7,368.00
Company's PF Contribution	1,530.00	18,360.00
Medical Insurance Premium	400.00	4,800.00
Accidental Insurance Premium	50.00	600.00
Fixed CTC	25,500.00	306,000.00
Variable (*)		34,000.00
Total CTC		340,000.00

(*) Variable pay gets disbursed based on discretion of the management & performance of the individual.

- Please note that Income Tax applicable on salary & reimbursement will be as per the rules under IT Act.
- As agreed, the Service Agreement is for 2 Years, detailed documents will be given at the 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.

Head -HR, Legal & Compliance