



Offer Letter

DATE – 6th February 2019
Name of Candidate – Sakshi Sharma
Place – Noida, Uttar Pradesh.

Dear Sakshi Sharma,

Welcome to AK Technology. We are pleased to offer you the position of Business Development Associate (On-Site) in our organization. The terms and conditions of the offer are given below:

Your initial place of Posting will be Noida.

1. You are expected to join as early as possible as and not later than 20th February 2019 failing which we presume you do not have interest in pursuing a career with us. Accordingly, this offer will be withdrawn and treated as cancelled. The Business Hours begin from 9.30 AM onwards till 6:00 PM.

2. You will be on probation for a period of three (3-6) months from the date of your appointment. On completion of the probation period, you are deemed to be confirmed unless otherwise communicated to you formally through a probation extension letter. During the period of your probation, either party can terminate this agreement by giving 15 days' notice or salary in lieu of notice. Post confirmation, your notice period would be 1 month. Confirmation does not result in an increase in salary, and you would be covered under the yearly increment cycle as applicable to all employees.

3. Please note that it is compulsory to bring a copy of ALL the below documents on the day of joining as your Appointment is subject to submission of these documents.

a. Copy of Date of Birth & ID Proof

(Anyone from PAN Card, Voter ID, Passport, Adhaar, Driving Licence only)

b. Permanent Address Proof (Anyone from Adhaar Card, Passport, Ration Card, Driving License, Voter ID only, any other Govt approved document with Permanent Residence address.)

c. 2 Passport Size Photographs

d. Self-Attested PAN Card Copy.

e. Last Organization's Appointment Letter and Resignation acceptance copy.

In case the relieving letter is also available, kindly bring a copy. Else please submit it within 45 days of joining.

f. Last 3 Months' Salary Slip or Bank Details reflecting salary input.

g. Educational Documents (Highest Education document and 12th Mark sheet, any additional technical education certificates)

h. Adhaar Card is Mandatory

4. The detailed Compensation and Benefits Program as applicable to your position will be shared with you during the Induction Orientation meeting. Please send an acknowledgement to this email to accept this offer to join. We once again would like to thank you for your interest in seeking a career with our organization and hope you will have a fruitful and successful career with us.

Yours sincerely,
Department of Human Resources
AK Technology

H-182, IInd Floor, Sector 63,
Noida, UP 201301


Registrar
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Director Corporate Relations
Invertis University
Bareilly

COMPENSATION AND BENEFITS

Name	Sakshi Sharma	
Designation	Business Development Associate	
Effective from	20 th February 2019	
Salary Break Up	Monthly	Annual
Basic	12,000	1,80,000
HRA	5,000	60,000
Conveyance	3,600	36,000
Other Allowance-Mobile	2,960	6,720
MONTHLY GROSS (A)	23,560	282,720
PF (Company's Contribution)	1440	17280
CTC (A+B)	25,000	3,00,000

RETIRALS AND BENEFITS

1. The company will make contribution to the Employees' Provident Fund as per Act.
2. You will be eligible for Gratuity as per Payments of Gratuity Act.
3. You would be entitled to participate in the International Incentive Plan as applicable as per Company Policy.
4. You will be entitled for Mobile Reimbursement as per the company policy.
5. All these pointers will be applicable post probation and if offered to the candidate. If an employee is not eligible for PF & Gratuity he/ she shall be entitled for a salary of MONTHLY GROSS (A).

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