

OFFER LETTER

Date: 26/02/2020

Dear Ms. Diksha Agarwal,

We are very pleased to offer you the position of **"Operations Executive"** at **Waviator Solutions.**, and have you join our team. We hope that you are excited with this opportunity, too. Your appointment is effective from the date of your joining i.e. 2nd March 2020, at New Delhi office. The terms and conditions of this offer are as follows:

- Your CTC will be: INR 2,50,000 Annually
- Tax Deducted at Source (TDS) is applicable. Professional tax of Rs. 200/- will be deducted every month from the salary. Gratuity is payable as per Gratuity Act.
- Provident Fund would be a part of CTC. Both the contributions i.e. employer's and employee's contribution area part of the CTC being provided to an employee.
- **Bring Your Own Device (BYOD) policy: With a view to enhance employee satisfaction through "work-your-way" mobility experience, the company expects you to carry your own laptop (if available) and mobile that is commensurate with your job responsibilities. Basic softwares and programs that are required to successfully complete your assignments should be pre-installed in your device, if any employee brings his own device otherwise company shall provide a laptop.**

We would require the official transcripts indicating your highest earned degree. An *official* transcript bears the official signature of the Registrar, may have a raised university seal, and/or is printed on secured paper. A photocopy can be accepted as an official institutional document, which can either be mailed or can be produced on your joining.

- You will initially be on **probation for a period of six months** from the actual date of your joining and will continue to be so unless and until you are confirmed in writing in the regular services of the company.
- During the probationary period your performance and other antecedents will be thoroughly assessed /evaluated by your superiors and only on satisfactory completion Of your initial or extended probationary period you will be confirmed in the regular services of the company on terms and conditions as decided by the company.
- During the probationary period and any extension thereof, the services may be ended on either side by giving **(15) days' notice** or salary in lieu thereof. However, on confirmation the services can be ended from either side by giving **month (30 days) notice** or salary in lieu thereof.

In case you fail to report at said location on the date of joining, this offer letter shall automatically stand revoked

For, Waviator Solutions.

Saima Perwez
Manager – Human Resource

I accept the offer as described in this letter

Signature

Date


Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly