

24th-May-2021

Akanksha Katiyar
Invertis University, Bareilly

Sub : Offer of employment

We are pleased to offer you an appointment in our organization as Trainee Support with effect from 04 June 2021. You will be based in our Hyderabad office.

Your compensation package is as given in Annexure A, attached herewith. A detailed employment contract containing the terms and conditions of employment will be issued to you upon joining.

You will be covered by the Company's standard employee benefits. These will be outlined to you during your Induction.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the documents or certificates given by you, we retain the right to review or withdraw our offer of employment. Employment as per this offer is subject to your being medically fit.

Please sign and return a duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with ANR.

Yours sincerely,
For ANR Softwares Private Limited




Falguni Shah
Head – Human Resources

Acknowledgement

I acknowledge and accept this offer of employment and will be joining ANR Software Pvt Ltd
Name:

Signature:

Date:


Registrar
Invertis University
Bareilly


Director Corporate HR
Invertis University
Bareilly

Annexure A

Annual Cost To Company (CTC2) in INR -500000		
Salary Particulars	Monthly	Yearly
Basic (A)	15595	187140
Allowances (B)	24275	291300
House Rent Allowance	8087	97044
Transport Allowance	800	9600
Special Allowance	14138	169656
Medical Allowance	1250	15000
Meal voucher	0	0
Telephone reimbursement	0	0
Children Education Allowance	0	0
LTA	0	0
Company contribution to PF (C)	1800	21600
Total Fixed Pay - CTC2 (A+B+C)	41670	500040
Benefits		
Company contribution towards premium for the following categories of Insurance: ü Medical Insurance ü Group Term Life Insurance ü Group Personal Accident Insurance (pls see below for more details)		23000

Note:

- Pay review cycle is from April to March, at twelve months' interval.
- Monthly salary includes Basic Salary and all allowances.
- Deduction from monthly salary will be Professional Tax, Income tax and other applicable taxes as may be in force at the time.
- Apart from the above emoluments, eligible employees may receive the Performance & Commitment Incentive (PCI) on individual performance.

Relocation:

- Candidates (laterals) relocating within India to the location of the ANR's Office, will be eligible for a relocation allowance which is upto but not exceeding 5% of CTC1 or Rs.40,000 whichever is lower. This will be reimbursed against submission of admissible receipts, 3 months after employment with ANR's. This will be paid along with the payroll.

Details of Insurance coverage:

- Annual Floating Medical Insurance Coverage for self and a maximum of five dependents (Spouse, 2 Children and 2 Dependent Parents). Coverage amount - Rs.5,00,000/-
- Group Accident Insurance Coverage for self
- Group Term Life Insurance for self

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

Annexure B

CHECKLIST for documents to be carried on the Date of Joining

1. Passport size color photograph (2 Nos.)
2. Original Academic certificates (for verification).
3. Original relieving letters from all your previous employers (for verification).
4. Address proof is mandatory.
5. One photocopy of:
 - a) All the academic certificates.
 - b) Passport (if any)
 - c) Experience certificate, relieving certificate from all your previous companies and last 3 months pay slip from your previous employer (if you are an experienced candidate).
 - d) PAN Card
6. Three months Bank Statement (Online statement is fine).
7. Copy of offer letter for the entry at security on date of joining.
8. For opening Bank account below documents are required:
 - a) PAN card Xerox
 - b) Passport size photos (2 Nos.)
 - c) ID card Xerox (Driving license/ Passport/Election voter ID card)
 - d) Address proof Xerox.

Note: Kindly make sure that you have all the documents before the joining process starts.

You are requested to start the joining process by 10.00 AM so that the payroll and bank formalities can be done on the joining day itself. In case all the formalities are not done on the same day it will be done on the next day.

- Reporting time – 10:00 AM

Contact person – Sweta Kumari

Looking forward to welcoming you into ANR family!!

Registrar
Invertis University
Bareilly

Sweta Kumari
Director Corporate Relations
Invertis University
Bareilly