



**Strictly Private and Confidential**

To,  
**Mohd Manzar Abbas Jafri**  
Invertis University, Bareilly

**Dear Manzar,**

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **Research and Ranking Noida Office**. Please accept our heartiest congratulations and a warm Welcome to the Family.

You would be designated as **Research Associate** your employment start date is **02-May-21**. Your annual emoluments will be **Rs. 600,000** Total Cost to Company (CTC) basis.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

**Terms and Conditions:-**

**1. Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

**5. Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

**6. Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

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**7. Probation and Notice Period:-** ( depending on designation)

Employees at the level of **Research Associate** will be on probation for a period of six months. During this time the notice period will be **Thirty** days or salary in lieu thereof, on either side. On the completion of probation period, the notice period will be **Thirty Days** or salary in lieu thereof, on either side.

**8. Bonus Payment:**

Only employees still employed by the company when the bonus is due to be paid will be eligible for payment. Employees who have resigned or tendered their resignations during that period automatically forfeit their right to any bonus payment

**9. Provident Fund:-**

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic salary per month and equal contribution will be made by the company, which will be a part of gross emoluments.

**10. Medical Scheme:-**

You will be eligible to participate in Company's Group Medical & Accidental Insurance Policy as applicable to your category of employees.

**11. Gratuity:-**

Applicable as per the Government Regulation.

**12. Income Tax:-**

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

**13. Anniversary Bonus:-**

The Anniversary bonus will be payable to you in the payroll run following the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date.

Please note that your compensation is confidential information. Under no circumstance, you should divulge your compensation details to anybody within or outside the organization, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and Equentis Wealth Advisory Services Limited is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Nondisclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the Equentis Wealth Advisory Services Limited staff manual which will be provided to you on your commencement date.

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Please contact Human Resources (0120-6675900) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date.

Yours sincerely

**Praveen Kumar Chanda**  
Group Senior Manager – Human Resources

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**Acceptance of offer**

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

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**Candidate's Signature**

Date:

Place:

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Director Corporate Relations  
Invertis University