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India's Only Financial Education Helpline

IMCHR/OL264136

To,
Mr. Ajeet Kumar
Sitamarhi

17 April 2022

Appointment Letter

Dear Ajeet Kumar,

We are delighted to offer you employment with M/s. Suvision Holdings Private Limited as **Relationship Manager - FFA - Acquisition** division. Your current engagement will be the "Work from Home" based employment. Your continued employment is contingent upon your successful execution of your responsibilities. The detailed terms and conditions of your employment will be as follows.

1. Appointment

- 1.1 The Company hereby employs you as **Relationship Manager - FFA - Acquisition** on probationary basis pursuant to and in accordance with the terms and conditions set forth in this Appointment Letter.
- 1.2 **Date of joining** - Your date of joining the company's services and commencement of employment is **18 April 2022**.
 - **Working hours and weekly off** - The working hours of the company is 9.00 AM to 6.00 PM and six-day week (Monday to Saturday). However, your working hours may vary and be fixed by the management from time to time depending upon the exigencies of the work.
- 1.3 **Place of work and transfer** - Your present place of work will be at Home. This is a permanent Work from Home opportunity until you are promoted to the next level. At the discretion of the company, you may be asked to continue your work from office in future, posted or transferred to any unit/ undertaking or establishment /division / department / branch / office of the company or to any other group of company and you shall perform such duties as may be assigned to you from time to time.
- 1.4 **Training & Certification** - a) You have to complete 6 days of virtual training followed by the certification process. Virtual training will be provided in 5 different languages i.e., Kannada, Tamil, Telugu, Malayalam & Hindi. You can choose to attend the training in your comfortable language.

Director Corporate Relations
Suvision Holdings Private Limited

Registrar
Kannada University

SUVISION HOLDINGS PRIVATE LIMITED (CIN U67120KA2008PTC047808)

No. 50, Vinay Arcade, K.H. Road, Shantinagar, Bangalore - 560027, Tel : 080 496 11444, Email : contact@IndianMoney.com



b) No leave will be allowed during 6 days of training period. You will not be eligible to continue with your employment, if you take any leave during the training period for any reason.

c) You will not be liable to receive training period salary in case you fail to complete 10 assessments as per your post training certification process and you will not be allowed to continue with the employment.

1.5 Probationary period - You will be on probation for a period of three months from the date of your appointment. If in the opinion of the Management, you are found suitable for the post in which you have been appointed; your services will be confirmed in writing. During the period of your probation, management can terminate this appointment in 48 hours without any notice or payment.

2. Attendance

a) Your attendance will be calculated by your morning punch in before 9 AM and evening punch out after 6 PM into the company's CRM.

b) Your attendance will also be based upon your talk time as specified below. You have to complete minimum 4 hours of talk time each day for which you have to work for minimum 8 hours a day.

Talk time achieved by calling the customers, claimed through the CRM, will only be considered for your talk time target and talk time achieved by calling your reference customers will not be considered.

Talk time completed	Days present
2 hours of talk time	Leave
Between 2-3 hours of talk time	0.5 day
Between 3-4 hours of talk time	0.75 day
>4 hours of talk time	1 day (full day present)

c) Employees who are unable to meet their employment obligations of regular, reasonable attendance and punctuality are subject to disciplinary action, up to and including termination of employment.

3. Remuneration

a) Your compensation INR 12000/- per month, is fixed and shall be based on your monthly attendance calculated as mentioned in the above clause. You will be eligible for your fixed

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compensation subject to the completion of 4hrs of talk time on a daily basis. You will also be eligible for the company's daily incentive scheme which will be communicated to you by the Manager (Human Resources Department) at the time of joining the company.

b) You will be eligible for INR 3,000/- attendance allowance, in addition to your fixed salary of Rs 12000, if you are present for minimum 24 days in a Month (In case if the employee doesn't work for minimum 24 days in a month, they will not be eligible for Attendance allowances. Working days will be calculated based on the Talktime achieved

c) You will also be eligible for INR 7,000/- performance allowance on achieving INR 1 lakh gross revenue in a Month.

d) Your compensation will be paid on 10th of the following month after deducting applicable statutory deductions i.e., PF, PT & Gratuity, in the bank account updated by you in the company's HRM.

4. Code of Conduct

- 4.1 During the period of employment, you will serve honestly, faithfully, diligently and efficiently for the growth of the Company. You will honor your obligations under this Appointment Letter and any other agreement that you may be required to sign with the Company.
- 4.2 Your conduct will be in conformity with the code of conduct, as in force from time to time. Further, you will carry out the instructions in letter and spirit, given by your superiors and shall not disobey any instructions given.
- 4.3 You will not indulge in any unethical practices like "go slow" or non-cooperation etc.
- 4.4 You would be required to apply and maintain the highest standards of professional and personal conduct and integrity and comply with all the policies and procedures of the Company including but not limited to policies related to Confidential Information (defined hereinafter). These policies are updated on a periodical basis and may be introduced from time to time. As and when this happens, you will be notified and you will be required to comply with the same.
- 4.5 Should the need for disciplinary action be deemed necessary, this will be taken in accordance with the Company's policies and procedures.

5. Leave policy

a) Employees are expected to be punctual and dependable in order to meet the needs of the organization. Attendance and reliability are important factors in evaluating individual performance

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