

AMIABLE/241  
18<sup>th</sup> Feb 2022

**LETTER OF OFFER**

**Goldee Kumari**  
H. No: 808/16, Sector 8,  
Nai Basti, Gurgaon,  
Haryana - 122001

Dear **Goldee**,

We have pleasure in appointing you as **Recruitment Executive** in our organization, effective **21<sup>st</sup> Feb 2022**. You will be governed by the following Rules and Regulations of the company, which are in force or may come in to force from time to time.

**1. Standard Conditions of Employment**

- (a) The Standard Conditions of Employment will relate to various matters relating to your working with the Company, including hours of work, holidays, leave, code of conduct, confidentiality policy etc.
- (b) Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.
- (c) The Standard Conditions of Employment may be changed by the Company from time to time at the sole discretion of the Company and such changed Standard Conditions of Employment shall become applicable to you forthwith, upon receipt of notice of the same.

**2. Compensation**

- (a) You will be entitled a consolidate CTC of **Rs 1,80,000/- PA (Rupees One Lac Eighty Thousand Per Annum)**. Compensation will be governed by the rules of the Company, as applicable and/or amended hereafter. Your CTC comprises as follows.

Basic Salary	5,000.00	60,000.00
HRA	2,500.00	30,000.00
Conveyance Allowance	1,600.00	19,200.00
Medical Reimbursement	900.00	10,800.00
<b>Total Fixed Cash</b>	<b>10,000.00</b>	<b>120,000.00</b>
<b>Performance Linked Incentive (Variable Pay)</b>	<b>5,000.00</b>	<b>60,000.00</b>
<b>Total CTC</b>	<b>15,000.00</b>	<b>180,000.00</b>

The values of Performance Incentives are shown as the maximum amount that you can earn in a month basis your performance. This is not a guaranteed amount and is paid by the company, basis the governing policies/ regulations.

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drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

- (c) The Company shall be entitled to terminate your employment without notice or compensation in the following event(s):
- (i) Willful violation of the Company rules.
  - (ii) On the grounds of non-performance, discipline, misconduct, fraud, theft, attitude.
  - (iii) Unauthorized absence from duty.
  - (iv) Imprisonment or censure by a court of law.

**8. Confidentiality**

- (a) You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

**9. Change of Circumstances**

Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing forthwith to the company. All communications will be addressed to you on the last Address notified by you and it will be presumed that you have received such communications addressed to you.

We at Amiable Services have the privilege to have you with us, and wish you a very successful career with us. We reaffirm our complete confidence in your abilities to find professional and personal satisfaction here. Please sign and return a copy of this offer letter in acceptance of the terms and conditions.

Best wishes for a long, happy and rewarding career.

Thank You,

For Amiable Services Pvt. Limited

Managing Director

*SPR*  
Director Corporate Relations  
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**ACKNOWLEDGEMENT**

I, Goldie Kumari, agree to the terms and conditions stated as above, and I hereby confirm that I will adhere to the policies of the company and discharge my duties to the satisfaction of the higher authorities.

Date:  
Place:  
Sign:

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**Amiable Services Private Limited**

Office: 454, 4<sup>th</sup> Floor, Tower B2, Spaze Itech Park, Sec-49, Sohna Road, Gurgaon (Hry.) - 122018  
Web: [www.amiableservices.com](http://www.amiableservices.com) Email: [info@amiableservices.com](mailto:info@amiableservices.com)



- (b) Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance.
- (c) Your salary will be reviewed yearly as per the policy of the company. Your increments in the salary are discretionary and will be subject to and on the basis of effective performance and financial goals of the company during the period.
- (d) Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on such factors as level of employment, tax efficiency, fairness and management convenience.
- (e) Your terms of employment and compensation are strictly confidential and you shall not divulge the same to any other employee of the Company except where required by Company policy.

3. **Probation:**

- (a) That you will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During Probation period you will not be entitled for any leaves. After completing your probation period you will be entitled for one leave per month, which you can take after prior approvals.

4. **Representations**

- (a) You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.
- (b) If any of the above particulars are found to be incorrect or misleading in any way, the Company shall have the right to terminate your employment forthwith, without the requirement of providing you any notice or compensation in lieu thereof.

5. **Tax Liability**

- (a) The tax liability, if any, including income tax, arising on your compensation will be your personal liability and will be governed by the tax laws of the country.
- (b) The Company reserves the right to deduct tax at source from any component of your compensation and take such other actions as required by applicable law.

6. **Transfer**

- (a) You are liable to be transferred to any department or branch at any place in India or abroad, where the company has or may have its office/business. You are also liable to be transferred to any of the associated company or anywhere in India/abroad. On such transfers, you will be governed by the terms and conditions, and rules and regulations etc., which are applicable to your category at the place of transfer.

7. **Procedure for Resignation & Termination**

- (a) The services can be terminated from either side by ~~30~~ one month (30 days) notice or salary in lieu thereof.
- (b) Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data,

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*[Handwritten Signature]*  
Director Corporate Relations  
Invertis University  
Gurgaon

**Amiable Services Private Limited**

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