



Noida Office:  
3rd floor, Plot No 8  
Lotus Business Park;  
Noida, UP – 201303,;  
Email: info@acsicorp.com;

November 16, 2021

To  
Ms.Manu Verma

Dear Manu,

**Subject: Letter of Intent (LOI)**

On behalf of ACS Solutions, we are pleased to extend you an offer of employment as **Content Writer**. Your joining date is **January 4<sup>th</sup>, 2021** & your reporting time will be **9:00 AM** and your shift timings will be **7:30 PM to 4:30 PM**. Your work location will be our **NOIDA** office.

We believe that this position is a great match for your talents and skills, and that you will enjoy the personal challenge associated with the assignment.

"During the first year of employment your training is proposed and will be imparted from time to time during the course of employment. This would result in acquiring new skills and specialized knowledge, thereby giving you considerable improvement for future employment opportunities. This training process incurs considerable expenditure direct and indirect, financial and un-liquidated, related to trainer, computer time, support facilities, remuneration during process. In view of these costs and the cost of induction and replacement, the employee is required to work for at least 1 (One) year with us. In case of any breach of this clause, the employee is liable to pay the company liquidity damages equivalent to the amount mentioned in the training agreement that will be processed on the day of joining."

Your annual fixed compensation at cost to the company will be **INR 2.50 LPA (subject to standard statutory deductions)**. Post Confirmation (depending on your performance levels), we would offer you a fixed CTC of **INR 3.60 LPA (subject to standard statutory deductions)**. In addition to this, you will also be offered medical insurance benefits:

- A. GMC with SA of 3 Lacs family floater, extended up to 8 Lacs in case of critical illness.
- B. GPA: with SA of 5 Lacs per employee

More details will be shared with you on the day of joining. Also, note that this offer of employment is conditional to our routine reference and background verification being completed with satisfactory results.

The above mentioned appointment shall be subject to:

1. A start date of 2-January-2019.
2. Successful Background verification from your last employers

If you have any questions, please feel free to call us. We look forward to working with you.

For ACS Solutions,  
Yours sincerely,

Rakshita Singh  
(Human Resource Department)

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly

Annexure-A

Please furnish copy of the following mandatory documents required for joining formalities on day of joining:

1. Updated copy of your resume
2. A photocopy of your educational degree/certificate in support of your age and qualifications (all relevant qualifications)
3. Passport size photographs (4 hard copies)
4. Relieving and Experience letters from the company (if you were working earlier)
5. Last 3 months' salary slips for the last drawn salary (if you were working earlier)
6. Last 3 months' bank statement of your salary account (if you were working earlier)
7. 3 photocopies of your PAN card
8. 3 photocopies of Address Proof
9. 3 photocopies of Aadhar Card
10. 1 cancelled cheque of your existing bank account (it can be of any bank); it should not be a joint account or some relative's account. The cheque should be of an active bank account which is in your name.
11. Soft copy of PAN card (to be e-mailed before at least 2 days before joining)
12. Soft copy of photograph (to be e-mailed at least 2 days before joining)
13. Nationality Proof: In case the resource is Non-Indian/Foreign national, he/she shall submit:
  - Copy of Passport
  - Copy of Valid Visa
  - Letter from foreigner regional registration offices (FRRO) acknowledging that person is legally permitted to work in India

  
Director Corporate Relations  
Invertis University  
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Registrar  
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