



Ref.No: EWA/533/21-22

Date: February 17, 2022

To,  
Ms. Ritika Manocha  
D/O Anil Manocha,  
kot sharki,  
Sambhal,  
Uttar Pradesh-  
244302

Subject: Offer Letter

Dear Ms. Ritika,

We are pleased to make you an offer in our organization as **Sales Wealth Counselor** and your joining date will be on or before **February 21, 2022**.

You will be paid gross emoluments as below:

<u>Fixed Amount (CTC)</u>	<u>Variable***</u>
INR 3,00,000/- per annum	INR 3,00,000/- per annum

Variable CTC comes in the form of sales incentives which are purely dependent on performance in terms of achievement of sales targets & the prevailing incentive structure at any given point of time. Sales target will be discussed with you every month as per your discussion with your reporting manager.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A below.

The offer is subject to authenticity of the copies of documents & certificates given by you as a proof of previous salary (payslips & bank statement) and qualifications and requisite background check by us.

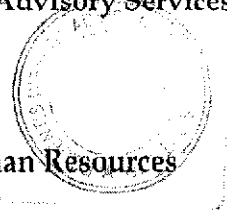
We congratulate you on your appointment and assure you of our full support for your continuous professional development and growth.

Yours truly,

For Equentis Wealth Advisory Services Pvt. Ltd

*Pallavi Jadhav*

Pallavi Jadhav  
Vice President - Human Resources



*[Signature]*  
Director Corporate Relations  
Invertis University

Registrar  
Invertis University  
Bareilly

**Equentis Wealth Advisory Services Pvt Ltd**

Investment Adviser - SEBI Regn. No. INA000003874  
Registered Office : A-603 Marathon Futurex, N.M. Joshi Marg, Lower Parel - East, Mumbai - 400013, India  
Tel : +91 22 6101 3800 Email : info@equentis.com www.equentiswealth.com  
CIN : U74999MH2015PTC262812

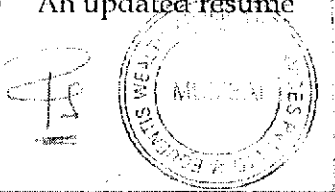


### Annexure - A

- Gratuity is payable as per company rules on completion of 5 years of continuous service.
- You will be on Probation for period of 3 months.
- The regular working hours are: Mon to Sat: 9:30 am - 6:30 pm & Sat (2nd & 4th Saturday weekly off) & Sunday Weekly Off.
- Confirmation or extension of probation period is solely dependent upon the Management's view on the business requirements and the review of your performance during the Probation period.
- You would also be required to submit relevant documents as listed in Annexure- B within two days of joining the organization.
- Your Appointment Letter will be given to you within 45 days from the Date of Joining.
- **Please Note: Training period is very crucial and employment with the organization is subject to 100% attendance successful clearing of process training.**
- If you resign in training period or during probation you would need to serve a notice period of 15 days.
- Your employment will be subject to confirmation provided you have cleared the NISM XA and NISM XB certification during your probation period, which would be three months from the date of joining
- **Confirm the acceptance of offer within 48 hours after receiving the offer letter or it would be revoked.**

### Annexure - B

- List of Documents to be submitted within two days of joining:
- PAN Card
- Document validating proof of residence, i.e. Ration card/Aadhar card/Voter's ID card/Passport.
- Copies of Previous employer Offer / Appointment / Increment Letter & payslips along with Bank statement reflecting the salary credit.
- Copies of Educational certificates
- Copies of Professional certificates, as applicable
- Investment Declarations for TDS (as per format provided on joining)
- 3 passport sized photographs
- An updated resume



*SM*  
Registrar  
Corporate Relations  
Equentis University  
Bareilly

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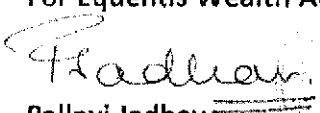
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**EQUENTIS**  
THINKING FUTURE

Name of Employee	Ritika Manocha	
Designation	Sales Wealth Counselor	
Location	Noida	
Joining date on or Before	February 21, 2022	
	CTC	Monthly
<b>CTC</b>	<b>300,000</b>	<b>25,000</b>
<b>Break up :</b>		
Basic (50% of CTC)	150,000	12,500
HRA (50% of Basic)	75,000	6,250
Medical Reimbursement	15,000	1,250
Conveyance Allowance (Home to Office commute) - no bills needed	19,200	1,600
Telephone & Internet Reimbursement (submit bills)	15,585	1,299
<b>Fixed salary</b>	<b>274,785</b>	<b>22,899</b>
EPF Contribution – Employer	18,000	1,500
Gratuity	7,215	601
<b>CTC - Gross Salary</b>	<b>300,000</b>	<b>25,000</b>
Variable Pay***	300,000	
<b>Total CTC</b>	<b>600,000</b>	<b>25,000</b>
<b>Take Home Salary</b>		
<b>Gross salary</b>	<b>274,785</b>	<b>22,899</b>
EPF Contribution – Employee	18,000	1,500
Profession Tax	-	-
Income Tax**	-	-
<b>Net salary CTC</b>	<b>256,785</b>	<b>21,399</b>
<b>Notes :</b>		
* The above amount is subject to applicable taxes		
** Subject to change based on submitting necessary income tax proofs.		

Yours Sincerely,

For Equentis Wealth Advisory Services Pvt. Ltd.

  
Pallavi Jadhav  
Vice President - Human Resources

  
Corporate Relations  
University

Registrar  
Invertis University  
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