

Letter of Intent

13-02-2022

Sana Ansari

Bareilly, Uttar Pradesh

Dear Sana,

CONGRATULATIONS!!

In reference to your application at ACS Global Tech Solutions Pvt. Ltd. (the "Company"), and the subsequent meetings and discussions with our team, we are delighted to welcome you to be a part of the Company and offer you the role of "Trainee" at grade L1, for a period of 12 months. You will be paid a stipend as per Annexure A. Your progression to next grade /level will be as per the company guidelines. The details of your compensation are provided in Annexure - A.

This offer has been extended keeping in mind your technical and professional qualifications, and in line with the points raised during our interactions with you. Some of these details would need to be verified through a background check, and you are requested to submit scanned copies of the documents in accordance with Annexure - B within two weeks of this offer or the date of your joining whichever is earlier. Both Annexures - A and B are incorporated by reference in this letter. By accepting this offer, you expressly consent to the Company or external agency instructed by Company to conduct any or all background checks prior to or after your date of joining.

The acceptance of this offer does not create a contract of employment with the Company or guarantee employment for a specified term. The acceptance of this offer letter does not grant you a right to employment with the Company, nor any obligation to accept any employment, if offered by the Company. The Trainee Agreement will be issued to you, which will govern your relationship with the Company. As a condition of engagement with the Company, you will be required to execute the Trainee Agreement that restricts you from competing, soliciting customers or employees, or disclosing confidential information of Company and its affiliates.


The terms of this letter including stipend information shall remain confidential and are not to be disclosed to any third party. You are requested to report for commencement of Training on 28-02-2022 at our office ACS Global Tech Solutions Pvt Ltd Plot # 6, Sector-126, Noida-201303 Uttar Pradesh, INDIA. However, your shift timings and office location may change at Company's sole discretion.


For ACS Global Tech Solutions Pvt. Ltd.



Shameel Sharma

COO & CHRO, India


Director Corporate Relations
ACS Global Tech Solutions Pvt. Ltd.
Noida


Director Corporate Relations
Investis University
Bareilly

Annexure A – Compensation Break Up

Name	Sana Ansari
Designation	Trainee
Grade	L1
DOJ	28-02-2022
Department	US Staffing
Shift	US

COMPONENTS	Monthly (Rs.)
Stipend from 1-3 months from DOJ	15,000
Stipend from 4-9 months from DOJ	18,000
Stipend from 9-12 months from DOJ	21,000


- **Contribution to ESI (Employee & Employer):** This is indicative contribution paid (over and above monthly stipend) by the company for the ESI contribution.
- The structure of the stipend may change basis directions from the government or Company policies and is an indicative number.
 - The acceptance of this letter will not result in any contract or obligation or liability upon the Company.
 - Any applicable taxes shall be deducted from the compensation

For ACS Global Tech Solutions Pvt. Ltd.



Shameel Sharma

COO & CHRO, India


 Director, Corporate Relations


 Inventis University
 Bareilly

Annexure B - BGC

By accepting this offer, you hereby authorize **ACS Global Tech Solutions Pvt. Ltd.** (the "Company") or external agency instructed by the Company to verify your educational, employment antecedents, conduct or other details and make any other background checks prior to or after your date of joining the Company. If the Company is not satisfied with the outcome of the background check report, it reserves the sole discretion and right to withdraw this offer or terminate your services at any time without notice or compensation in lieu of it.

You are requested to submit background verification form along with the scanned/ hard copies of the following documents:

S.No	Document	If Enclosed Comment "Yes" else reason for not being available
1	12th Mark sheet / certificate or Graduation Degree, whichever is higher	
2	Any Post-Graduation or Professional Certifications	
3	Passport front and back	
4	Copy of the following ID/address proofs:	
	PAN Card – mandatory for salary processing	
	Aadhar Card - mandatory salary processing	
5	A copy of Cancelled cheque leaf (any bank for payroll processing)	

Submission of all the above documents is mandatory for joining and processing of stipend. Please fill this copy and submit the same to us with your documents.

Please note that your appointment will be null and void if the above documents are not submitted by or before the date of joining:

(please sign here ->)

ACS Employee Acceptance – Signed and with Date

[Signature]
Director Corporate Relations
Human Resources

[Signature]
Jyoti
Invertis University
Bareilly