



Mr. / Ms. Aman Kumar Sharma

Subject: Letter of Offer

Dear Aman Kumar Sharma,

Thank you for participating in our selection process. With reference to our discussions with you, we are pleased to offer you the position of **Inside Sales Executive in Band-1** of our organization. **This position is based at Noida.**

Your employment shall be governed by the terms and conditions of the organization as may be in force from time to time

1) Compensation and Benefits

The annual Cost to Company will be **Rs.228000/-**The salary is subject to Income Tax deduction per the prevailing Income Tax rules.

2) Training & Certification:

Prior to the joining, you will be required to complete the mandatory training provided by the company and get the necessary certifications from the company for the joining itself.

And in case, the required certifications are not obtained, then in that case, you will not be eligible for any payment for the training period & your employment will stand null & void.

3) Probation & Confirmation:

You shall be on probation for a period of six months from your date of joining. At the end of this period, your services may be confirmed (deemed confirmed unless otherwise specified in writing through a letter, and by assigning reasons for the same) or terminated (through a letter, without assigning any reason what so ever).

During probation period, your employment may be terminated at any point of time by giving 7 days' notice (through a letter/mail, without assigning any reason what so ever) or payment of salary (basic) in lieu of 7 days notice.


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4) Term and Termination:

Post your probation period; your services may be terminated by either party, by giving notice in writing for 15 days or payment of salary in lieu thereof, subject to the Management accepting salary (Basic) in lieu of notice.

However, company reserves the right to terminate your employment, at any point of without notice & payment in lieu thereof on grounds of breach of policy, misconduct, negative reference checks, violation of code of conduct, disciplinary issue or unsatisfactory job performance.

5) Joining Process

Your date of joining will be **13-02-2023**. We would require sets of **Photocopies** of the documents per **Annexure – B**.

This letter of offer is issued to you based on the representations made by you in your resume and/or other documents and during the interview process. This is issued to you based on the assumption that your qualifications and experience are correct and accurate. It also assumes that your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation & misbehavior.

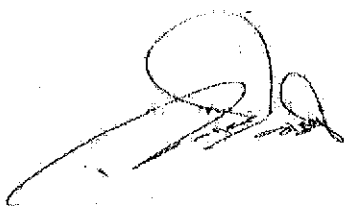
- This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party/or through other means. In case it is found that your qualifications and experience are false/not correct or your conduct in your earlier employments was not appropriate, the company reserves the right to take appropriate civil and/or criminal action which includes but might not be limited to termination of employment.
- If at any time after your date of joining, you absent yourself from your duties without having obtained approval of your reporting manager, you shall be treated as "ABSCONDING" which is treated as negligence and your employment, during probation period, may be terminated and salary be put on hold on this ground itself.

The detailed letter of appointment outlining all the terms and conditions of the company will be issued to you within 30 days of your joining the organization.

We look forward to welcoming you on board and look forward to a long and mutually rewarding relationship.

Please get in touch with us in case you have any queries.

Thank you & Regards:



Talent Acquisition Team
Human Resource Department



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Annexure - A

Employee Name: Aman Kumar Sharma

Designation: Inside Sales Executive

Description	Monthly
Basic	12005
HRA	3719
Bonus	1000
Transport Allowance	0
Special Allowance	0
Medical Allowance	0
Gross Salary	16724
Employee PF Contribution	1441
Employee ESIC Contribution	126
Take Home	15157
Employer's PF Contribution	1561
Employer's ESIC Contribution	544
Accidental + Life Insurance	171
CTC	19000

* The above mentioned salary is subject to Income Tax deduction per the prevailing IT rules.

NetAmbit Valuefirst Services Private Limited

Regd Office:
90/31B, 1st Floor, Malviya Nagar
New Delhi- 110017, India

Corp Office:
A-110, Sec-5,
Noida- 201301, UP, India

Tel. No. 0120-2468000
Email: finance@netambit.in

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Annexure – B

List of Mandatory Documents

All candidates for joining have to submit two self-attested photocopies of below mention documents at the time of Joining.

Joining Document – Check List	
Documents Valid For Photo ID Proof (Any One)	
1) Driving License.	2) Passport.
3) Pan Card.	4) Voter's ID Card.
Documents Valid For Address Proof (Any One)	
1) Driving License. (Permanent or Learner)	2) Passport
3) Ration Card.	4) Voter's ID Card.
5) Domicile Certificate.	6) Pan Card Acknowledgement Letter.
7) Latest Electricity / Water Bill (Not Greater than 3 months old)	8) Latest Telephone Bill (MTNL/ BSNL) (Not Greater than 3 months old)
9) Banker Verification/ Updated Bank Pass Book (Nationalized Bank).	10) Rent Agreement Along with Owner's utility bill (Not Greater than 3 months old).
Documents Valid For Date of Birth Proof (Any One)	
1) Matriculation Certificate/ 10 th Mark Sheet	2) Pan Card
3) Passport	
Education Certificates – Up to highest Qualification	
1) 10 th (Mark sheet & Certificate).	2) 10 + 2 (Mark sheet & Certificate)
3) Graduation all three year Mark sheet & Degree.	4) Post Graduation all mark sheet & Degree.
Previous Employment/Experience Certificates	
1) Relieving Letter	2) Experience Certificate
3) Accepted copy of Resignation	4) Salary Slip or Salary Certificate.
5) Appointment Letter	6) Copy of Identity Card
Photographs	
1) Four Passport Size Photograph.	

All documents will be verified against originals, hence please ensure that you carry your original documents on the Joining date.*

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