

Offer Letter

Date: 20 Feb 2023

Name: upendra kumar,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Noida office as per the details below:

Designation : Customer Care Executive

Date of joining not later than : 15/02/2023

C Remuneration (Monthly) : 11524.00/-

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Your offer has been made based on the information furnished by you and the competence claimed by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof of the above, we may have the option to review our offer of employment.

During your association with ICCS you will have to ensure daily login of minimum 9 hours to mark yourself present.

During your association with ICCS you will not indulge in any act which may tarnish organisation or its client repo in any way. You will not take any legal proceedings of any manner against ICCS or its clients. Also you will not use any social media plat form against ICCS or any of its client.

At the time of joining, please bring the following documents in their photocopies for joining formalities

1. Photographs (5 passport size)
2. All educational certificates (Starting from Secondary School till Highest Qualification)
3. Relieving Certificate from all the employers (if employed previously)
4. Proof of Last drawn salary (Last 3 months Salary Slip)
5. Valid ID Proof – Passport/ Driving License/ Voter ID/ PAN Card

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Looking forward to a long and mutually beneficial association!

Yours truly For ICCS Ltd

Authorized Signatory

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

Insight Customer Call Solutions Ltd.

Regd. Office : B1/G6, Mohan Industrial Area, New Delhi, 110044

Tel: +91-11-49920000, Web : www.iccs-bpo.com

Email: info@iccs.in

Annexure 1		
Compensation & Benefits		
Particulars	Monthly	Annually
Basic Salary	5,250	63,000
House Rent Allowance	4,200	50,400
Conveyance Allowance		0
Special Allowance	1,050	12,600
Total Gross Salary	10,500	1,26,000
Employer's contribution to ESIC@3.25%	341	4,092
Employer's contribution to PF@13%	683	8,412
Total Cost to Company	11,524	1,38,504
Employee's contribution to ESIC@0.75%	79	948
Employee's contribution to EPF@12%	630	7,560
Deductions	709	8,508
Total Take Home Salary	9,791	1,17,492
Notes:		
· All figures are in Indian Rupees.		
· The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.		
· Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.		
· EPF, ESIC, Income Tax deductions, as applicable.		

Invertis University

CP/2
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