

July 13<sup>th</sup>, 2019

Dear Hemaanath R,

Vantage Agora Marketing Private Limited. is pleased to offer you the position of **Junior Insurance Analyst**. We trust that your knowledge, skills and expertise will be among our most valuable assets. We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and condition.

1. **Date of Joining:** 15<sup>th</sup> July 2019
2. **Remuneration:** 2,00,000 per annum. The details are given in **Annexure –A**
3. **Location of work:** You will be joining the Vantage Agora Marketing Pvt Ltd office at, Pixel Park A, 4<sup>th</sup> Floor, PES South Campus, Hosur Road, Bengaluru 5601000
4. **Documents:** Below are the documents that are required to be scanned in the jpg format and sent Via mail by 13<sup>th</sup> July 2019:
  - All educational certificate
  - Address proof and ID proof (Pan Card, Aadhar Card, Voter ID, Passport)
  - 2 Reference letters (Family and Friend)
  - Experience Certificate and last 3 months pay slip if any
  - Please carry 2 passport size photos on joining date
5. **Benefits:** Every employee is liable for "Employees contribution "to Provident fund (P.F), Employees state Insurance (ESI) besides He/ She is liable for payment of Income tax, Professional tax, as applicable as per Government stipulations. These amounts will be deducted by the company from the gross salary.
6. **Vacation:** You have the privilege of getting approved Indian holidays along with one-day paid leave in a month and 4 sick leave for a year. Your weekly offs are on Saturday and Sundays except for one week, every quarter which will be six working days.
7. **Terms and conditions:**
  - During your employment with the company you shall adhere to all policies of the company. Please review the policy when you join the organization.
  - You must sign a one-year service agreement with VA during which you will be on probation for a period of six months on the satisfactory completion you will be a confirmed employee of the organization.
  - You will have to submit your original 10th marks card which will be returned to you on completion of your agreement period.
  - Your payment for any month will be in direct proportion to the number of days you are present. The salary cycle is from 26<sup>th</sup> of one month to 25<sup>th</sup> of the next month.
  - Your appraisals will be calculated in the month of July 2020, based on your performance
  - If you do not abide with the rules mentioned above, you will be terminated from your services with Vantage Agora. We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or others either during your employment or after, any information related to the company, its employee's, or associates.

**To accept this Job Offer, sign, and date this letter where indicated on the following page. Please note if you do not send acceptance by email by July/13/2019 we will assume that you are not interested in the offer.**

If you accept this job offer, your hire date will be on the day that you attend new-hire orientation. Plan to work for the remainder of the business day after new-hire orientation ends.

We at Vantage Agora hope that you'll accept this job offer and look forward to welcoming you aboard.

Sincerely,



**Jagadish Shetty**  
**Head of Human Capital & Administration**  
**Vantage Agora Marketing Private Limited**

**Accept Job Offer:**

By signing and dating this letter below, I Hemaanath R, accept the job offer of Junior Insurance Analyst by Vantage Agora Marketing Private Limited.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Annexure A

	Earning	Amount
1 (a)	BASIC **	9078
1 (b)	D.A. **	4546
1 (c)	Flexible	425
1 (d)	CCA	300
<b>1 (d)</b>	<b>GROSS SALARY</b>	<b>14350</b>

Apart from the above gross salary the company contributes to PF and ESI to your account as below,

Company contributions	Amounts	Totals
Company's contribution to Provident Fund (P.F.)	1635	
Company's contribution to Employees State Insurance (E.S.I.)	682	
Total	2317	
<b>Cost to Company (CTC)</b>		<b>16,667</b>
<b>CTC per Annum</b>		<b>2,00,000</b>

Employee Salary and Liabilities	Amounts	Totals
Gross Salaries		14350
Less (a) Employees contribution to P.F	1635	
(b) Employees contribution of E.S.I	252	
Sub total		1887
<b>Net salary if worked for the full month</b>		<b>12,463</b>

P.F: The amount paid to P.F (The company's contribution and your contribution) will be as savings in your P.F account

ESI: The amount paid to ESI (The Company's contribution and your contribution) is for the medical treatment for you and your family.